

Microsoft

Exchange

Server-2013

Lab Manual





Microsoft Exchange Server-2013

Mapped Course

Lab Manual



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Introduction

This lab manual is part of the courseware for the Microsoft Exchange Server 2013 training offered by Zoom Technologies.

Microsoft Exchange Server is one of the most popular mail servers in organizations across the globe. This lab manual comprehensively covers everything, from Exchange Server installation, to mailbox quotas, restrictions, content filtering and high availability configuration.

It's written in a clear and concise style, with step by step instructions and screenshots to make the life of the administrator easy. All exercises have been divided into sections:

- Objective
- Prerequisite
- Topology
- Configuration
- Verification

With this lab manual, the system administrator will become familiar with the nitty gritty of mail server configuration. Hopefully, this book will also serve him well in the course of his job.

We have taken care to ensure a high quality workbook. However, suggestions and feedback from the students are most welcome.



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Lab – 1: Installation of Exchange Server-2013 Application

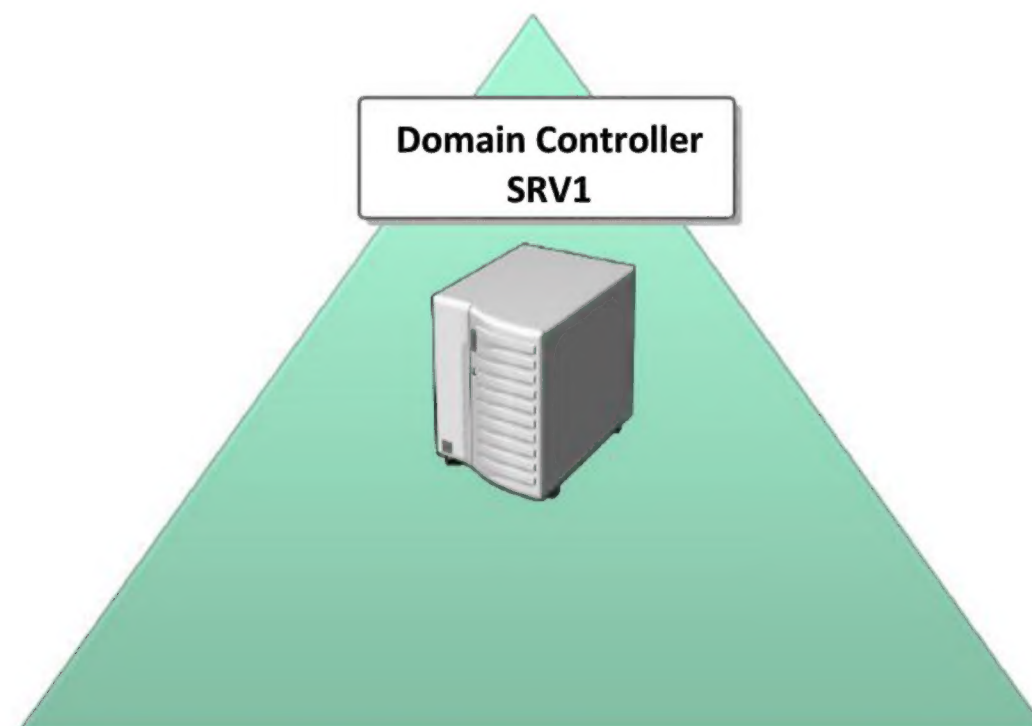
Objective:

To install Exchange Server Application

Pre-requisites:

- Computer with a Processor of minimum **1.6 GHz** speed or faster for production and minimum **8 GB of RAM** required.
- Computer running with **Windows Server 2012 Operating System**.
- **Domain Controller** with **DNS Service**.
- Run the following command in **Windows PowerShell** to install other required components
Install-WindowsFeature AS-HTTP-Activation, Desktop-Experience, NET-Framework-45-Features, RPC-over-HTTP-proxy, RSAT-Clustering, RSAT-Clustering-CmdInterface, RSAT-Clustering-Mgmt, RSAT-Clustering-PowerShell, Web-Mgmt-Console, WAS-Process-Model, Web-Asp-Net45, Web-Basic-Auth, Web-Client-Auth, Web-Digest-Auth, Web-Dir-Browsing, Web-Dyn-Compression, Web-Http-Errors, Web-Http-Logging, Web-Http-Redirect, Web-Http-Tracing, Web-ISAPI-Ext, Web-ISAPI-Filter, Web-Lgcy-Mgmt-Console, Web-Metabase, Web-Mgmt-Console, Web-Mgmt-Service, Web-Net-Ext45, Web-Request-Monitor, Web-Server, Web-Stat-Compression, Web-Static-Content, Web-Windows-Auth, Web-WMI, Windows-Identity-Foundation
- Install **Microsoft Unified Communications Managed API 4.0** Core Runtime 64-bit in Mail Server
- Install **Microsoft Office 2010 Filter Pack 64 bit** in Mail Server.
- Install **Microsoft Office 2010 Filter Pack SP1 64 bit** in Mail Server.

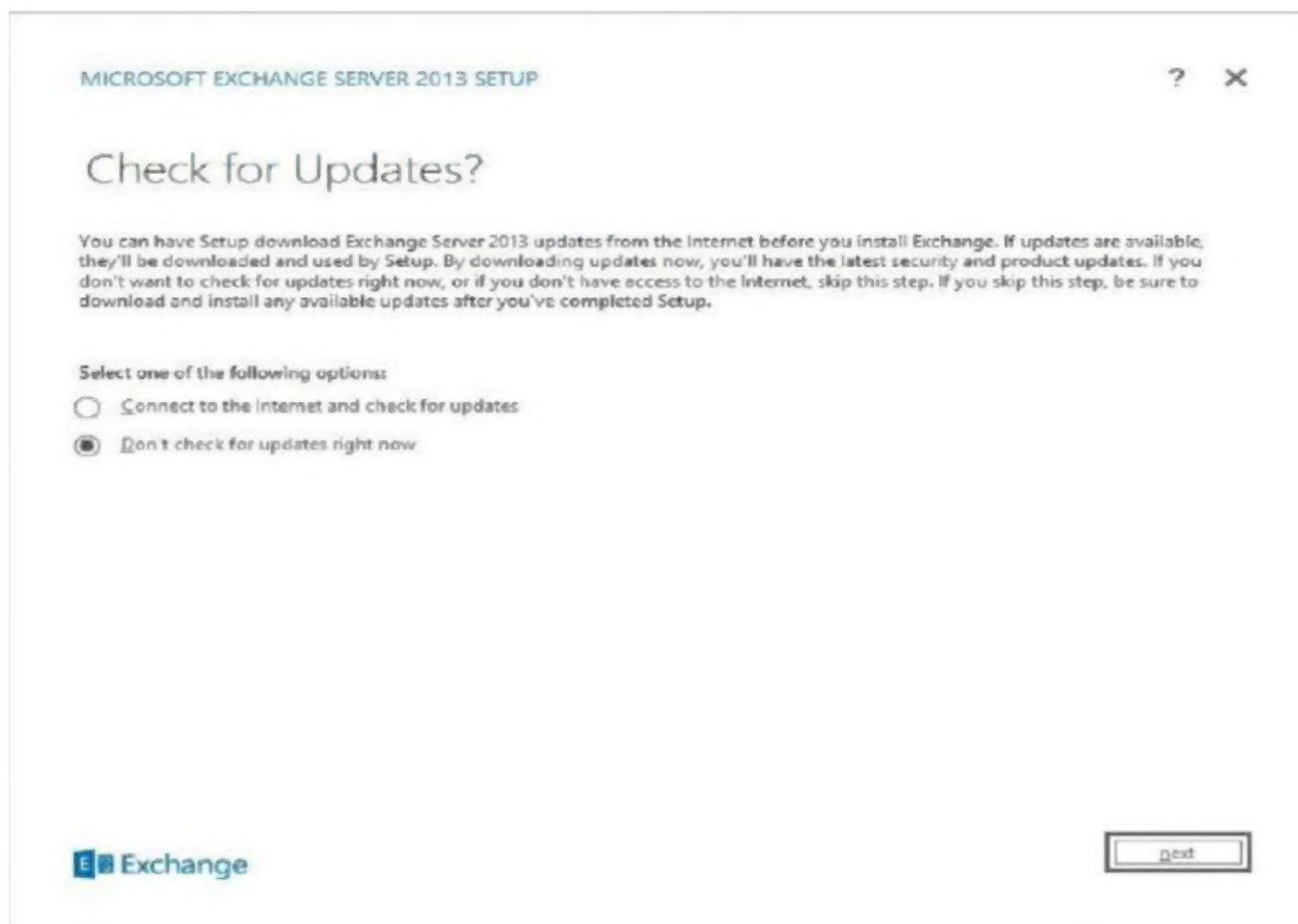
Topology:



IP Address: 10.0.0.1
Preferred DNS: 10.0.0.1

Steps:

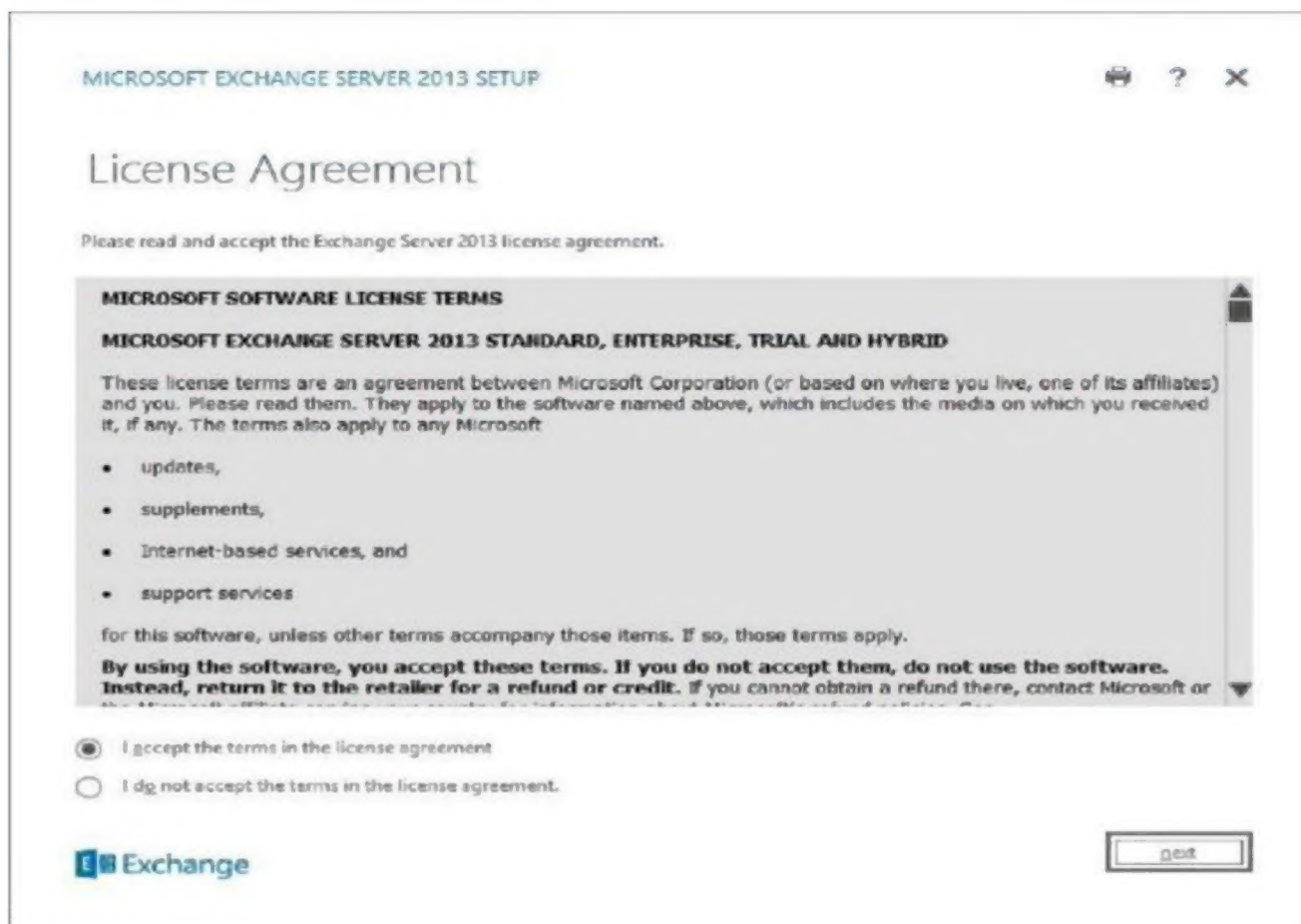
- Insert Exchange Server 2013 DVD and double click **Setup.exe**
- Select **Don't check for update**→ click **Next**.



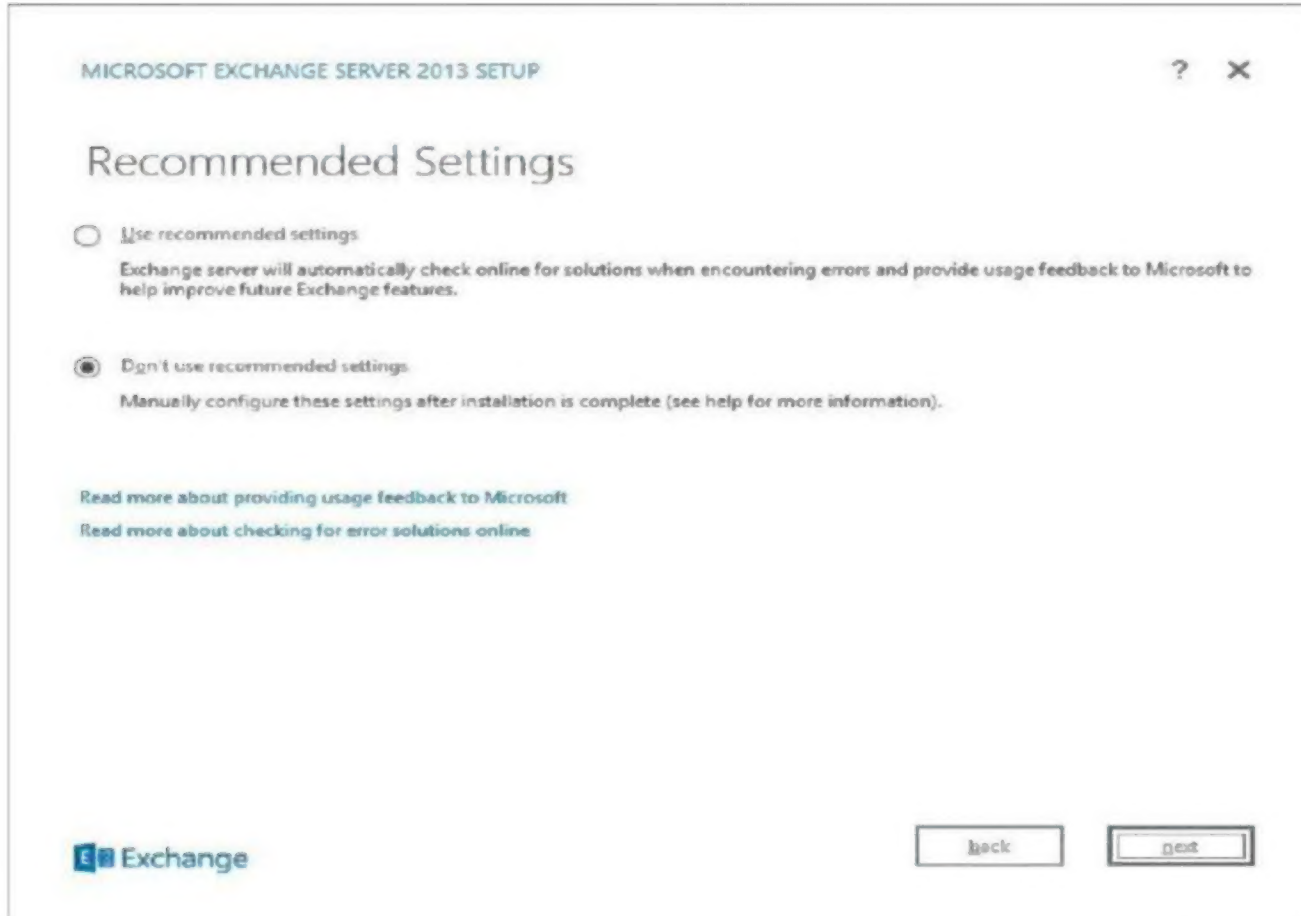
- Click **Next**



- Select **I accept**→click **Next**



5. Select **Don't use recommended settings**→click **Next**



- Check the box **Mailbox role & Client Access role**→click **Next**

MICROSOFT EXCHANGE SERVER 2013 SETUP

Server Role Selection

Select the Exchange server roles you want to install on this computer:

- ☒ Mailbox role
- ☒ Client Access role
- ☐ Management Tools
- ☒ Automatically install Windows Server roles and features that are required to install Exchange Server

Exchange

back next

- Click **Next**

MICROSOFT EXCHANGE SERVER 2013 SETUP

Installation Space and Location

Disk space required: 7869.3 MB
Disk space available: 44165.9 MB

Specify the path for the Exchange Server installation:

C:\Program Files\Microsoft\Exchange Server\V15 browse

Exchange

back next

- Click **Next**

MICROSOFT EXCHANGE SERVER 2013 SETUP

Exchange Organization

Specify the name for this Exchange organization:

First Organization

☐ Apply Active Directory split permissions security model to the Exchange organization

The Active Directory split permissions security model is typically used by large organizations that completely separate the responsibility for the management of Exchange and Active Directory among different groups of people. Applying this security model removes the ability for Exchange servers and administrators to create Active Directory objects such as users, groups, and contacts. The ability to manage non-Exchange attributes on those objects is also removed.

You shouldn't apply this security model if the same person or group manages both Exchange and Active Directory. Click ? for more information.

Exchange

back next

- Select **No**→click **Next**

MICROSOFT EXCHANGE SERVER 2013 SETUP

Malware Protection Settings

Malware scanning helps protect your messaging environment by detecting messages that may contain viruses or spyware. It can be turned off, replaced, or paired with other premium services for layered protection.

Malware scanning is enabled by default. However, you can disable it if you're using another product for malware scanning. If you choose to disable malware scanning now, you can enable it at any point after you've installed Exchange.

Disable malware scanning.

☐ Yes

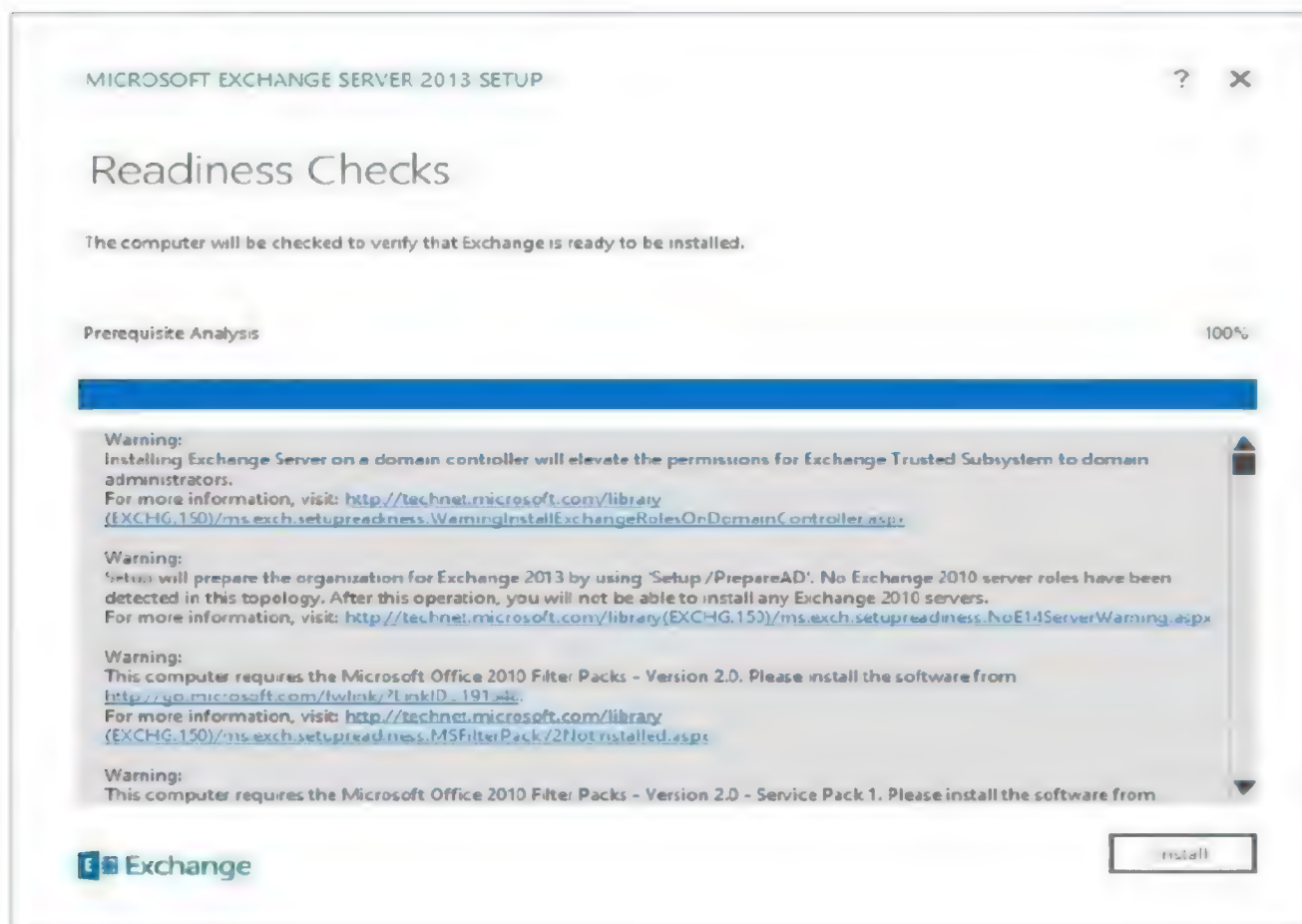
☒ No

Internet access is required to download the latest anti-malware engine and definition updates.

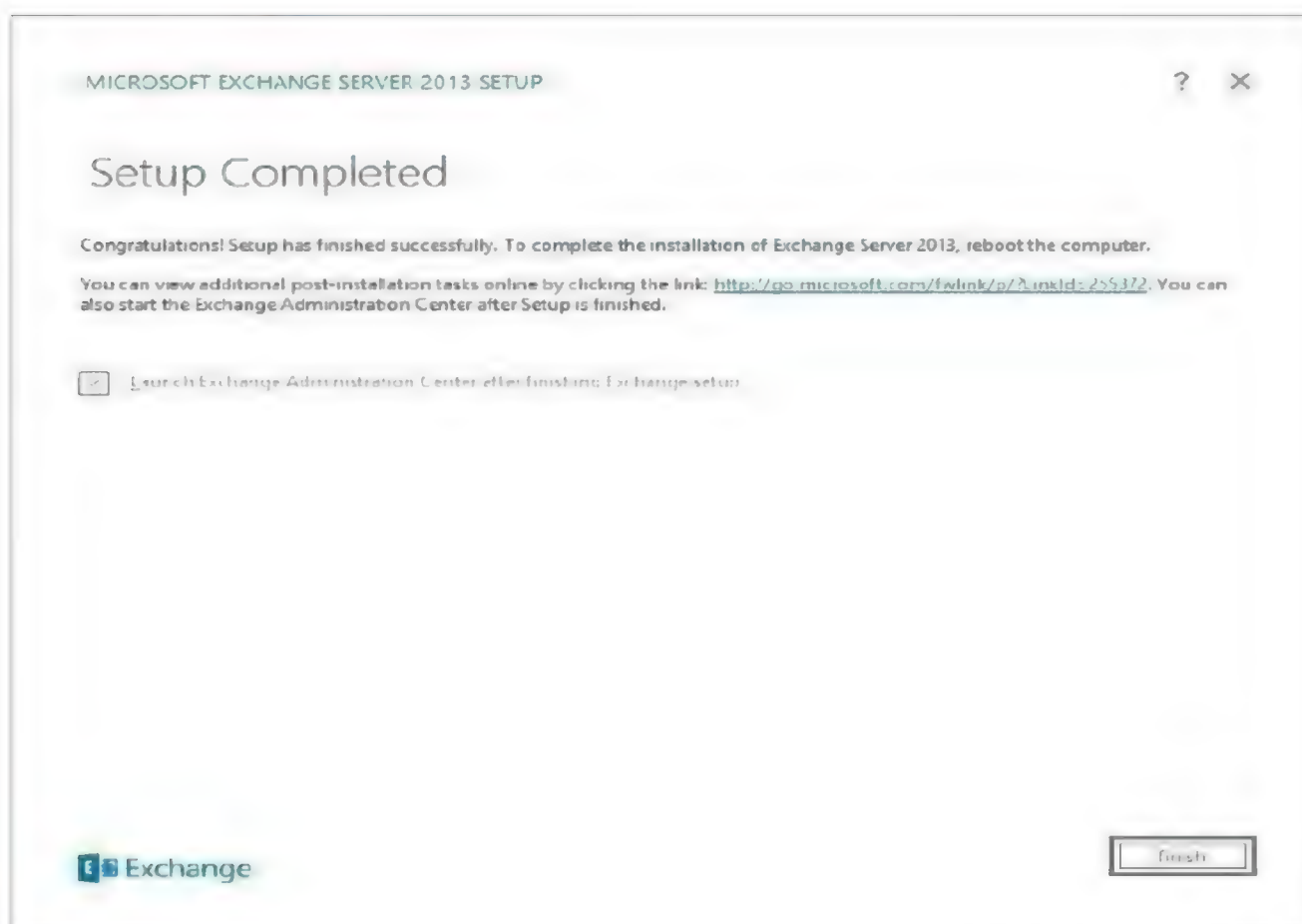
Exchange

back next

- Click **Install**



- Click **Finish**



Lab – 2: Creating Mailbox Enabled User

Objective:

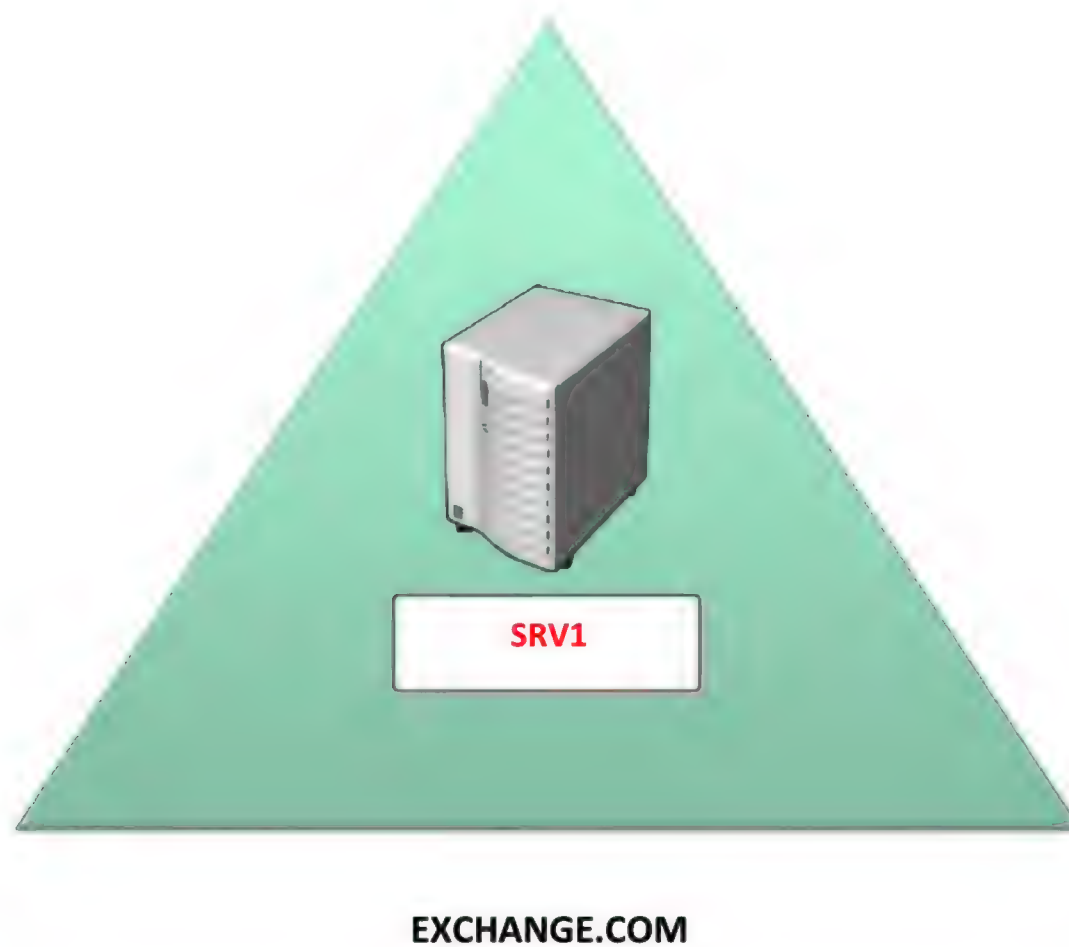
To configure Email account in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



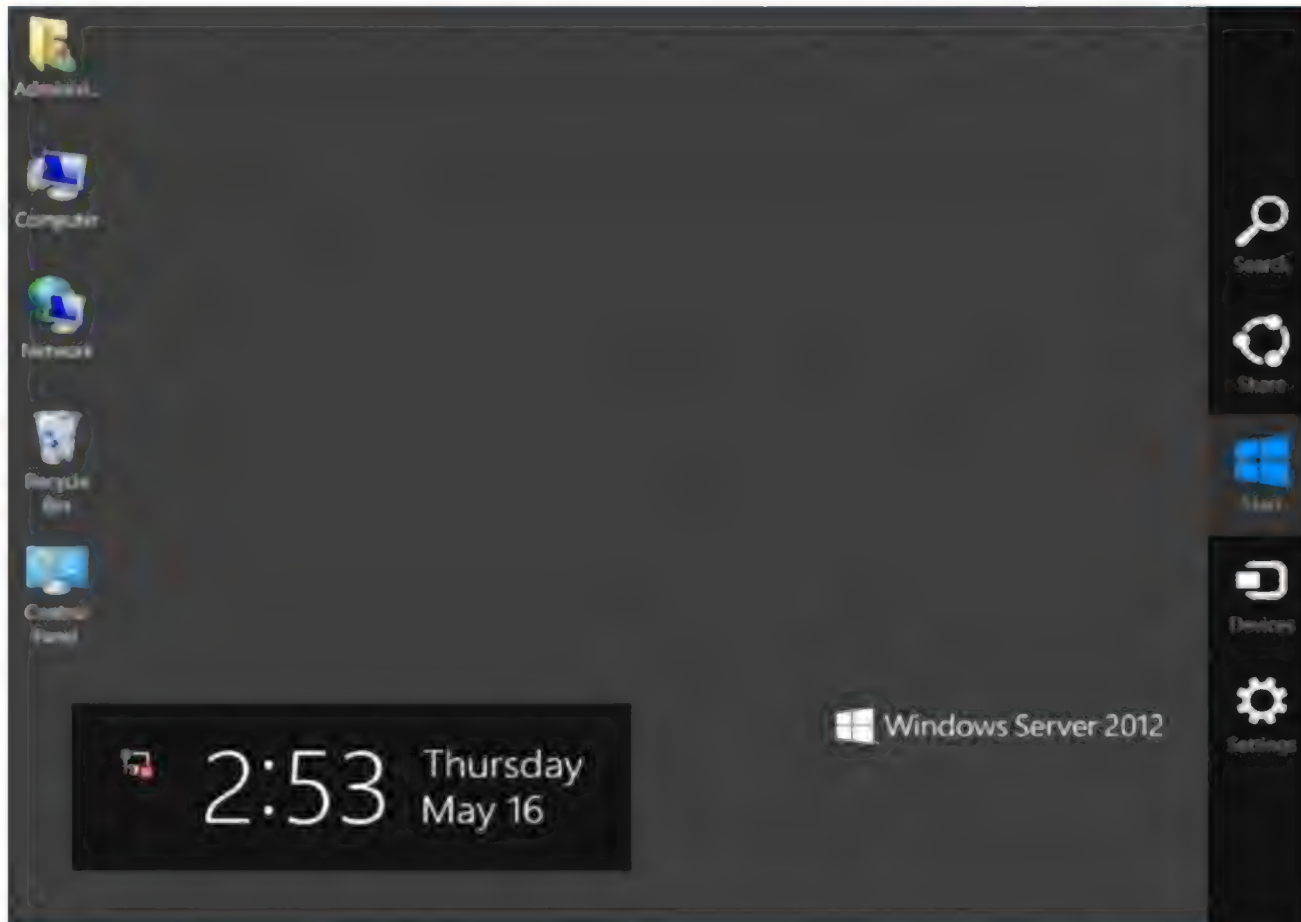
SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



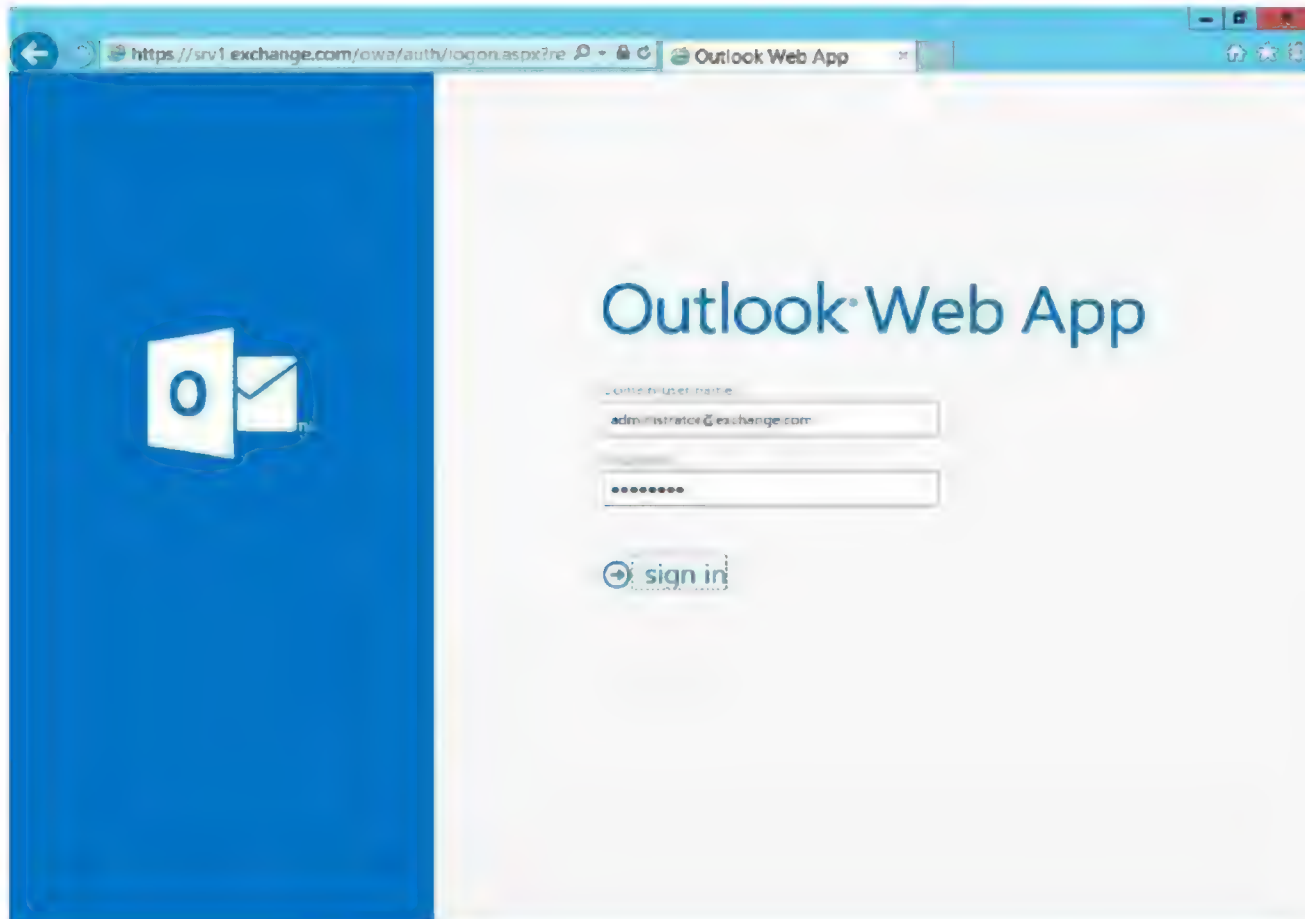
- **Open Internet Explorer**



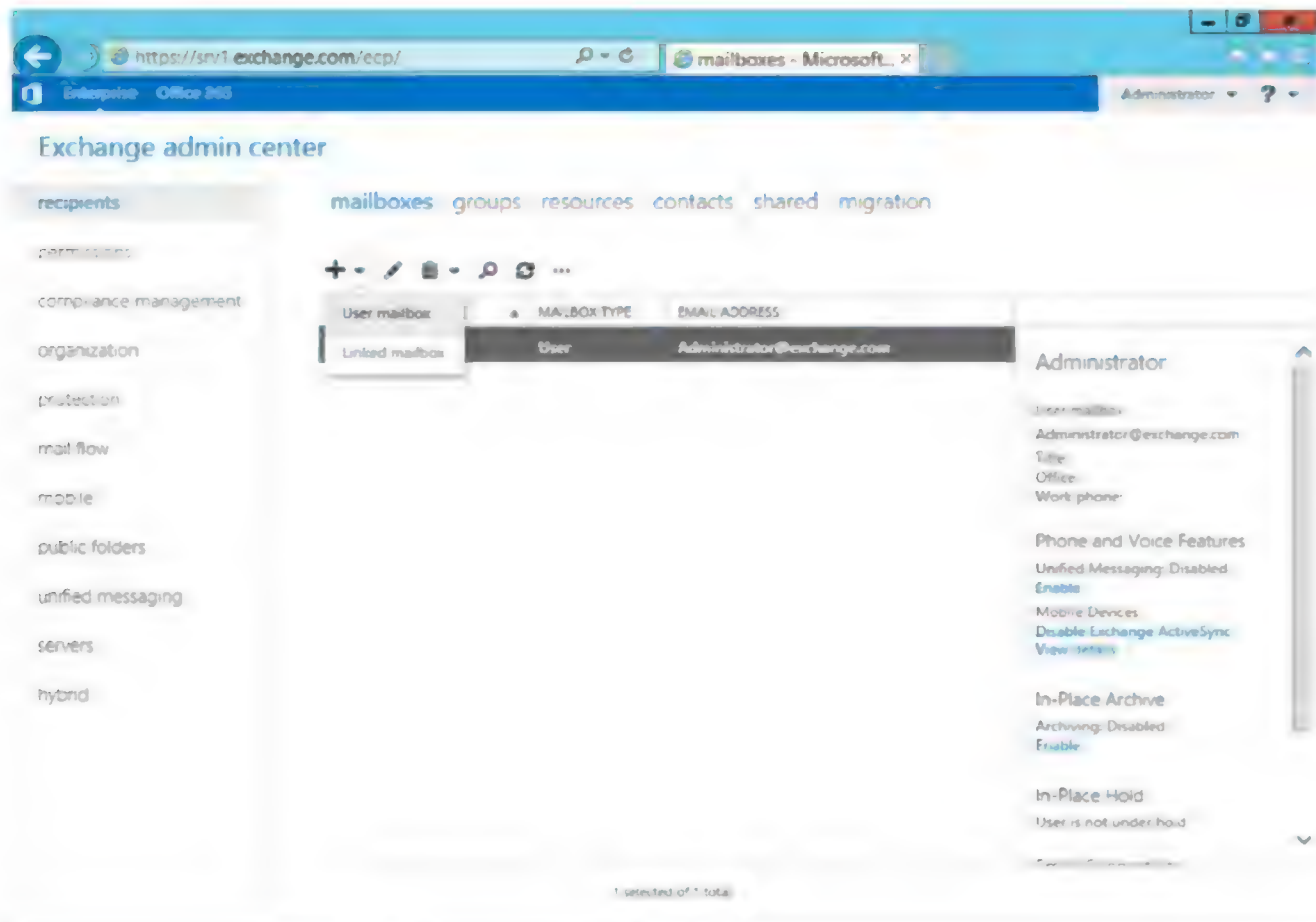
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→Expand (+) →select **User Mailbox**



- Enter **Alias** name, select **New name**, enter **First name**→scroll down

The screenshot shows the 'new user mailbox' dialog box. The 'Alias' field is filled with 'user1'. The 'Existing user' radio button is selected. The 'New user' radio button is also selected, and the 'First name' field is filled with 'user1'. The 'Initials' field is empty. The 'Last name' field is empty. The 'Display name' field is filled with 'user1'. The 'Name' field is filled with 'user1'. The 'Organizational unit' field is empty. The 'User login name' field is empty. The 'exchange.com' domain is selected. The 'save' and 'cancel' buttons are at the bottom.

- Enter **User name** and **Password**→click **Save**

- **User1** displayed on **List View**

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
user1	User	user1@exchange.com

- Similarly create **Mailbox Enabled User (Ex: User2)**

Lab – 3: Creating Mail User

Objective:

To configure Mail User in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:

EXCHANGE.COM

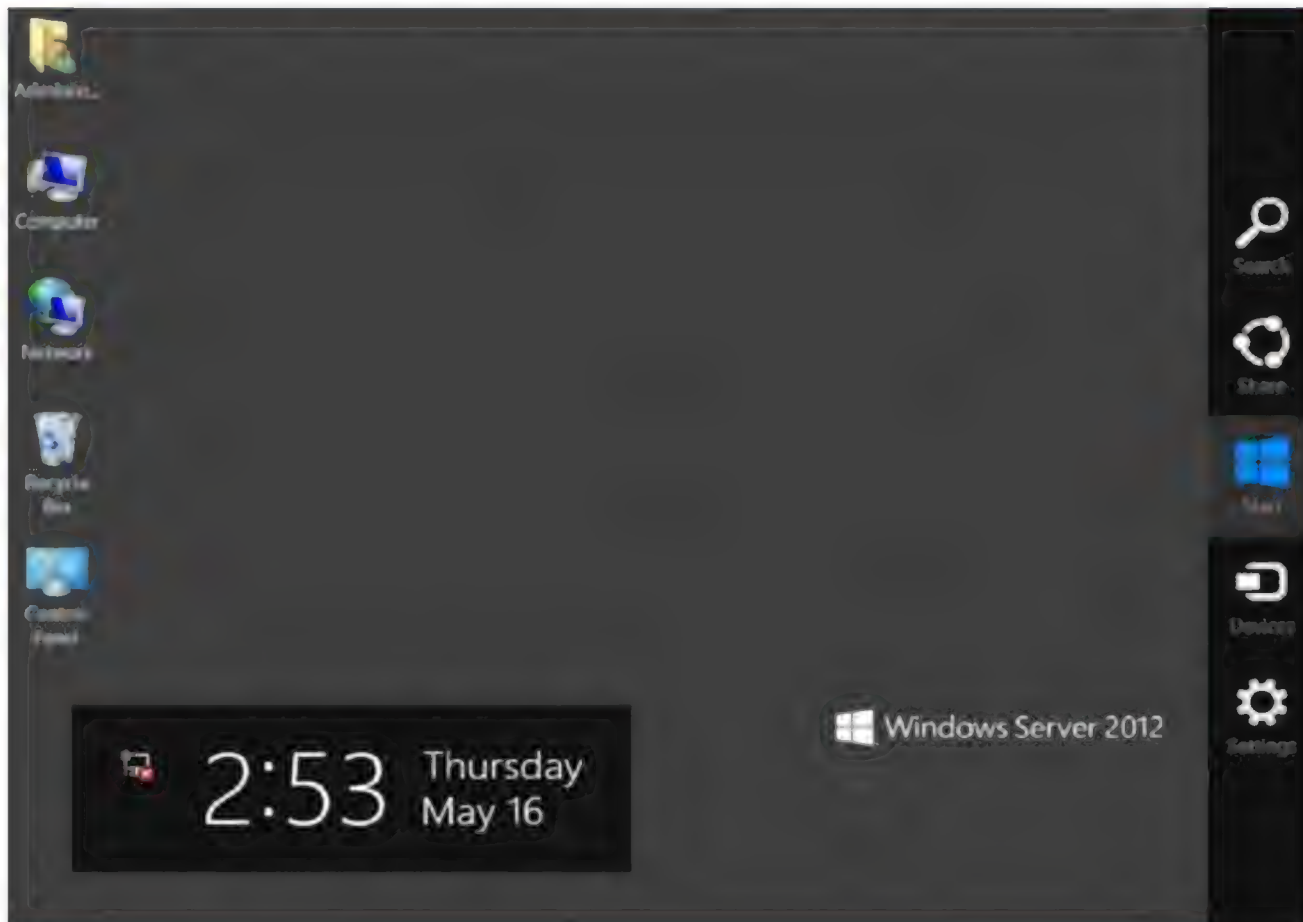
SRV1**Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



Steps:

- **Start**



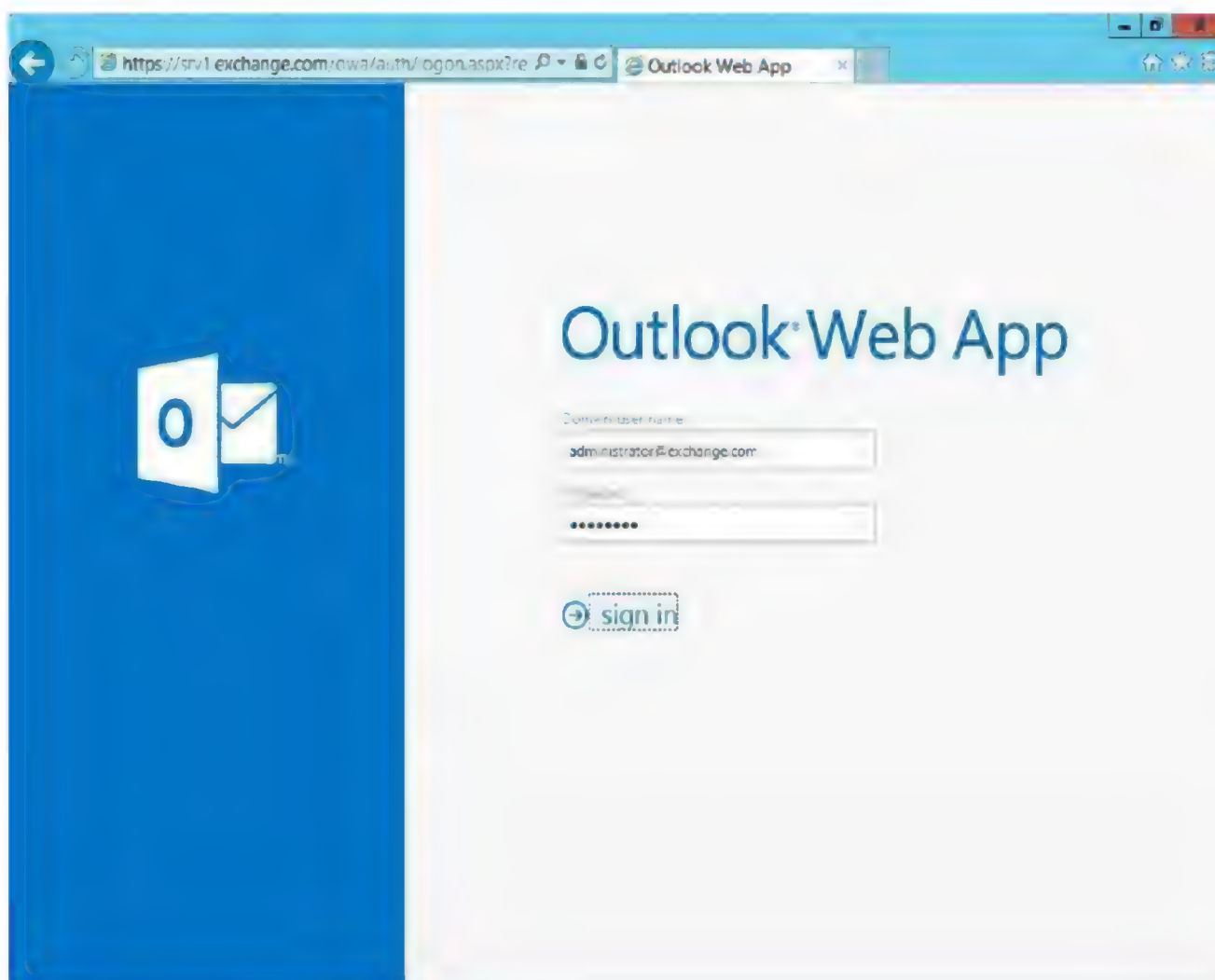
- **Open Internet Explorer**



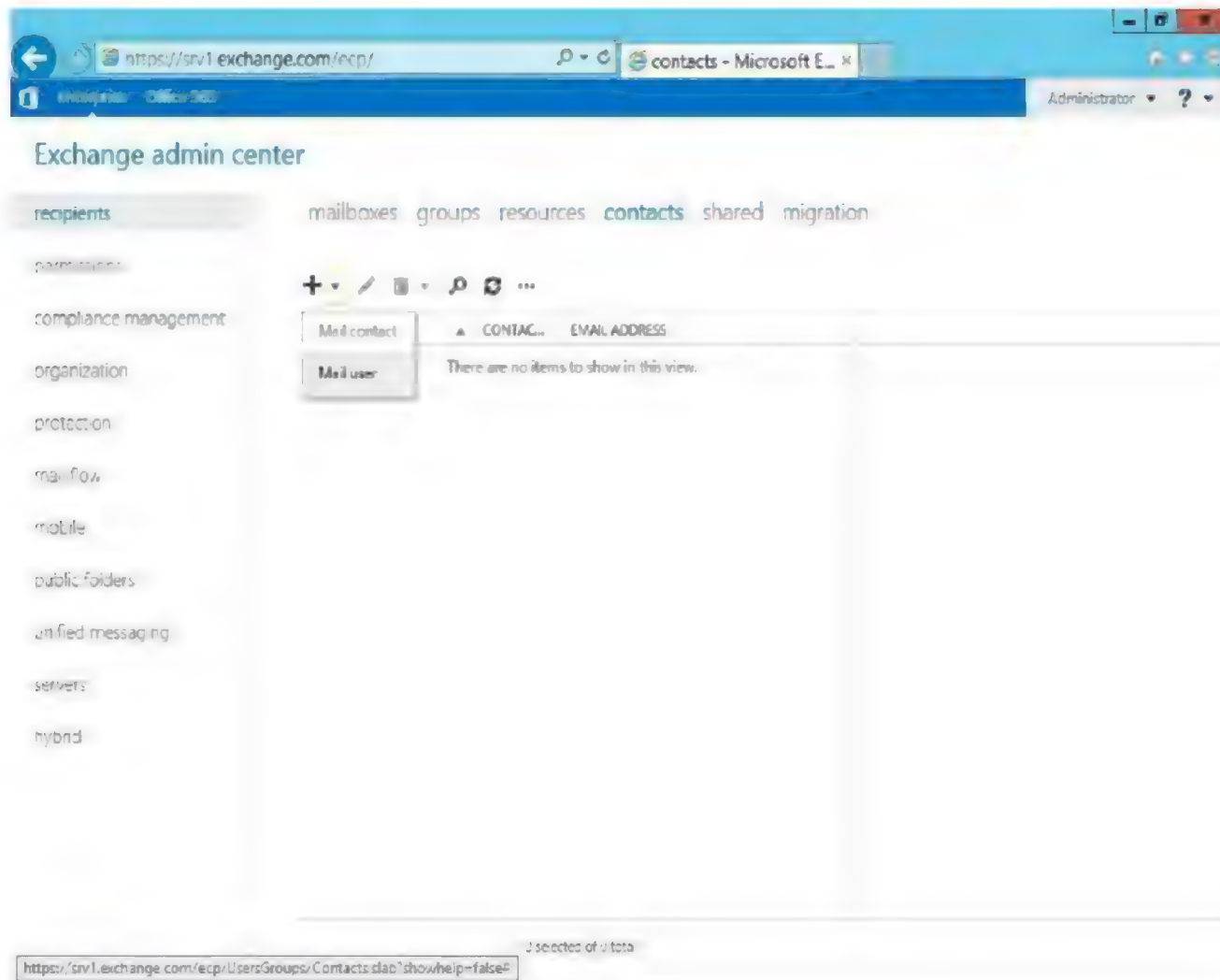
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Contacts** tab→Expand (+) →select **Mail User**



- Enter **Alias** name→enter **external email address**→select **New user**→ enter **First name**→scroll down

- Enter **User logon name** and **password**→click **Save**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=1&ReturnObjectTyp...`. The page title is "new mail user" and there is a "Help" link in the top right corner. The form is titled "New user" with a radio button selected. It contains several input fields: "First name:" with "temp1", "Initials:" (empty), "Last name:" (empty), "*Display name:" with "temp1", and "*Name:" with "temp1". There is an "Organizational unit:" field with a "browse..." button. The "*User logon name:" field is split into "temp1" and "@ exchange.com" (with a dropdown arrow). Below are "*New password:" and "*Confirm password:" fields, both masked with dots. A checkbox "Require password change on next logon" is unchecked. At the bottom right are "save" and "cancel" buttons. A zoom level of "100%" is shown in the bottom right corner.

new mail user [Help](#)

☒ New user

First name:
temp1

Initials:

Last name:

*Display name:
temp1

*Name:
temp1

Organizational unit:
 browse...

*User logon name:
temp1 @ exchange.com

*New password:
.....

*Confirm password:
.....

☐ Require password change on next logon

save cancel

100%

Lab – 4: Creating Mail Contact

Objective:

To configure Mail Contact in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:

EXCHANGE.COM

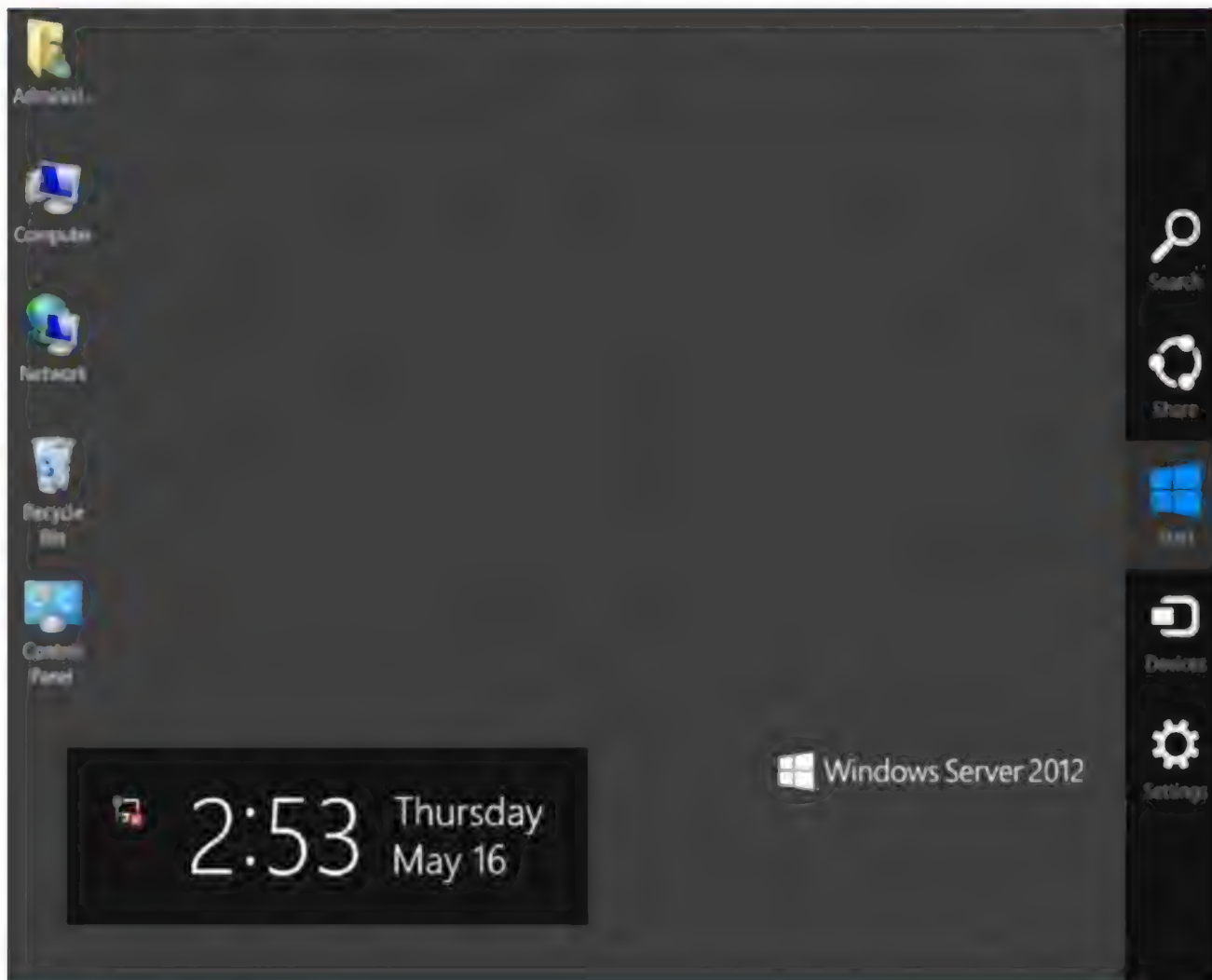
SRV1**Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

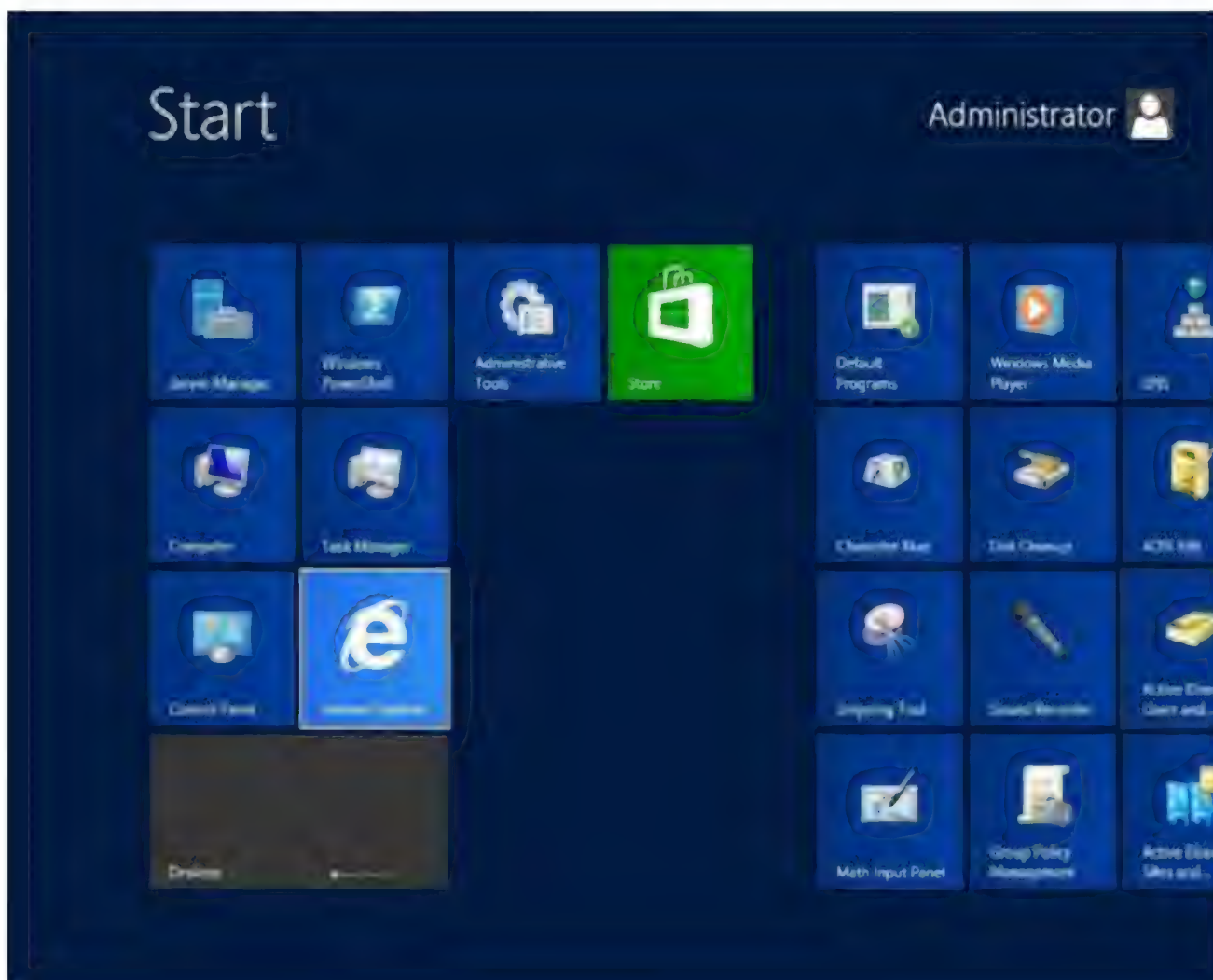


Steps:

- **Start**



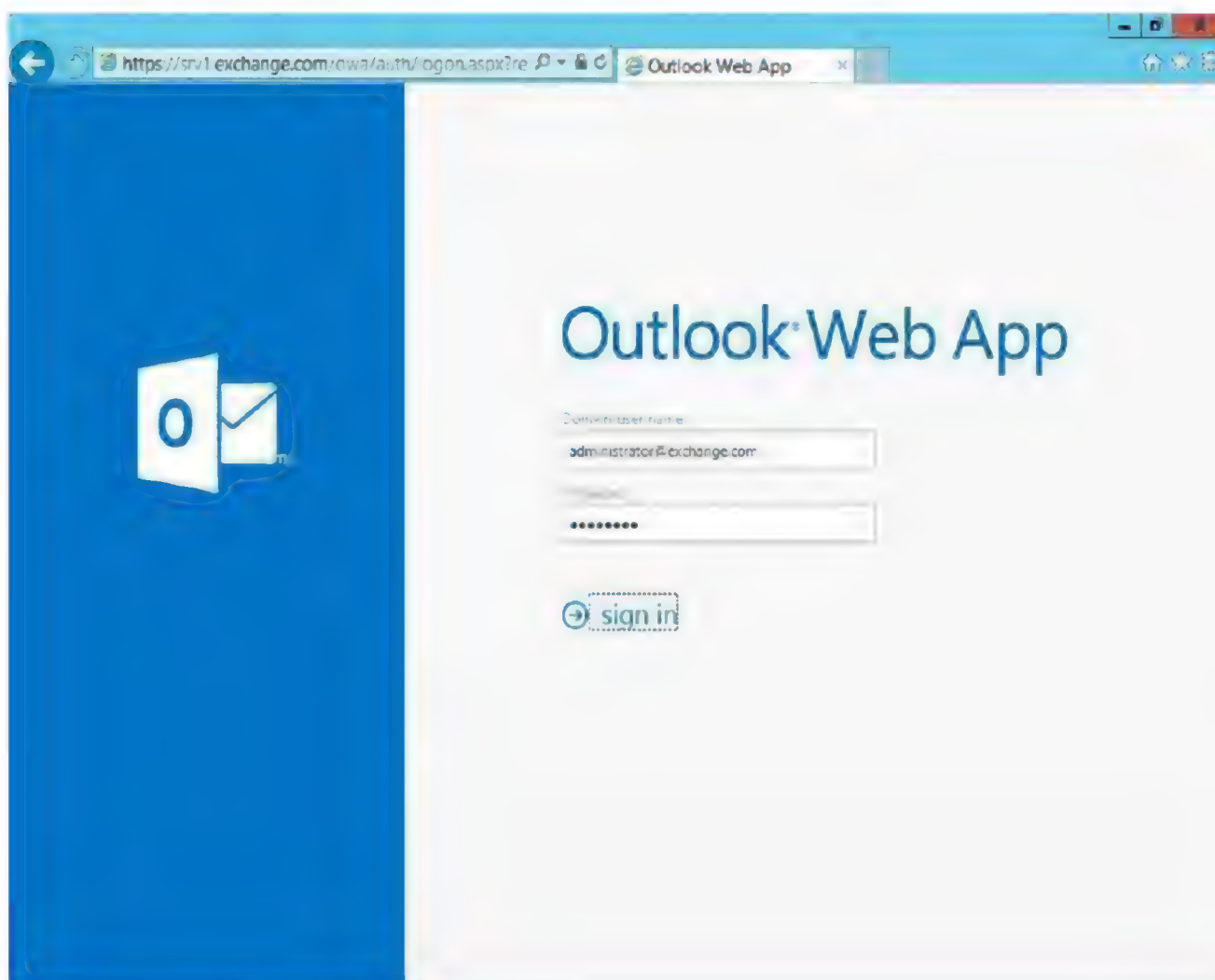
- **Open Internet Explorer**



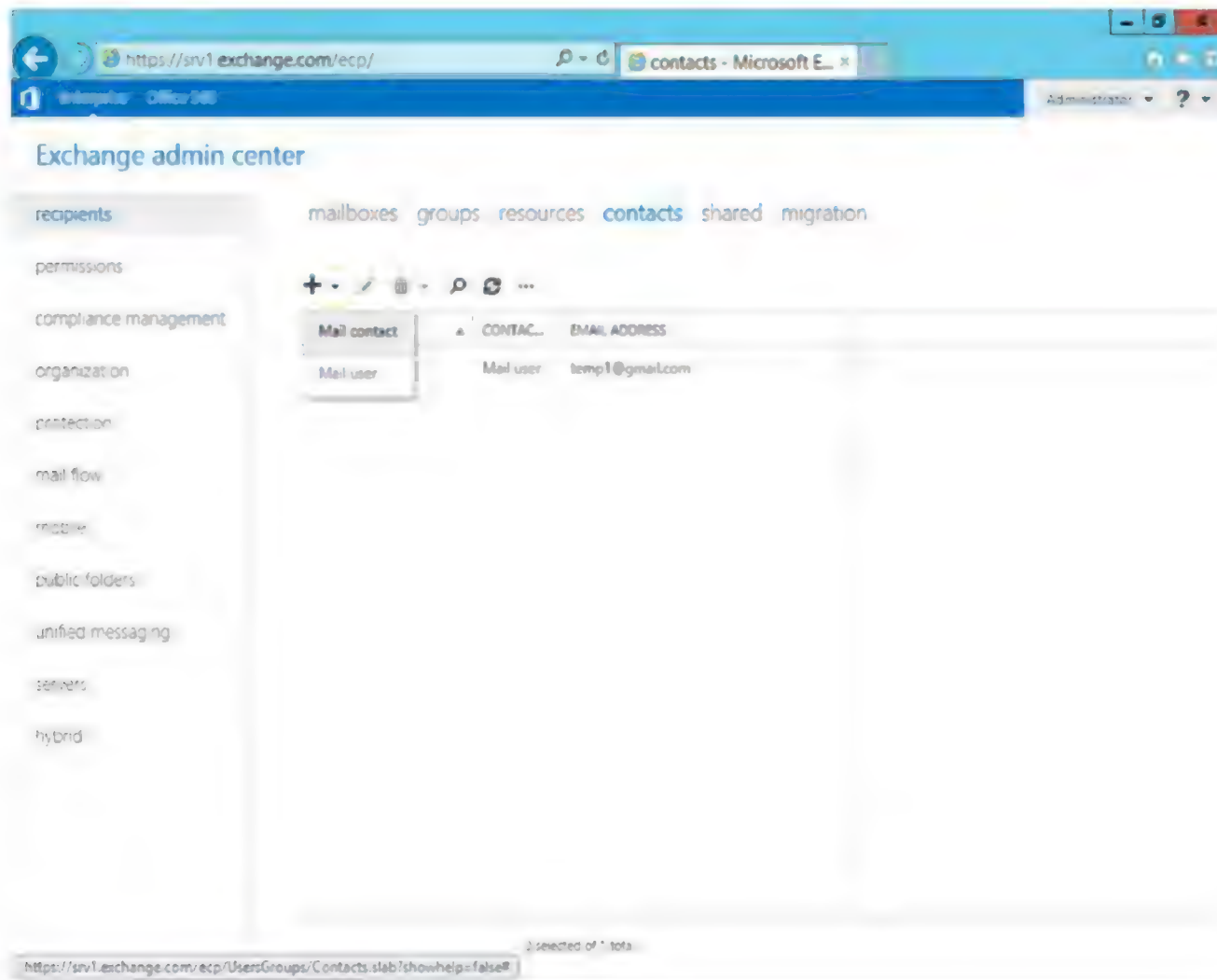
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Contacts** tab→Expand (+) →select **Mail Contact**



- Enter **first name**, **alias name** and **external email address**→click **save**

The screenshot shows the 'new mail contact' form in the Exchange Admin Center. The form fields are filled with 'sam' for first name, 'sam' for display name, 'sam' for name, 'sam' for alias, and 'sam@yahoo.com' for external email address. The 'save' button is highlighted.

Lab – 5: Creating Distribution Group

Objective:

To configure Distribution Group in Exchange Server using Exchange Admin Center Console.

Pre-requisites:

Before working on this lab, you must have

1. A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:

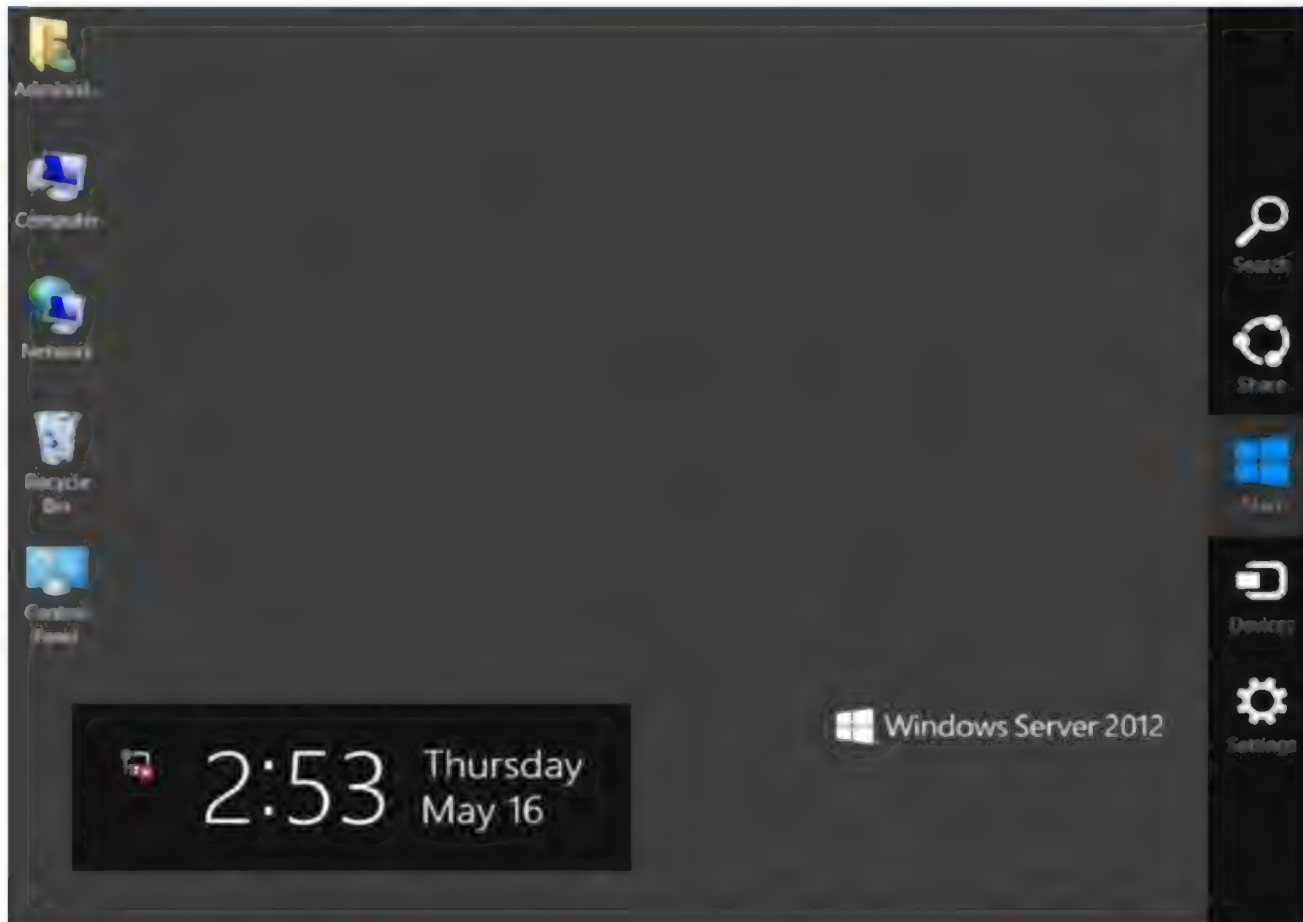
EXCHANGE.COM

SRV1**Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



- **Start**



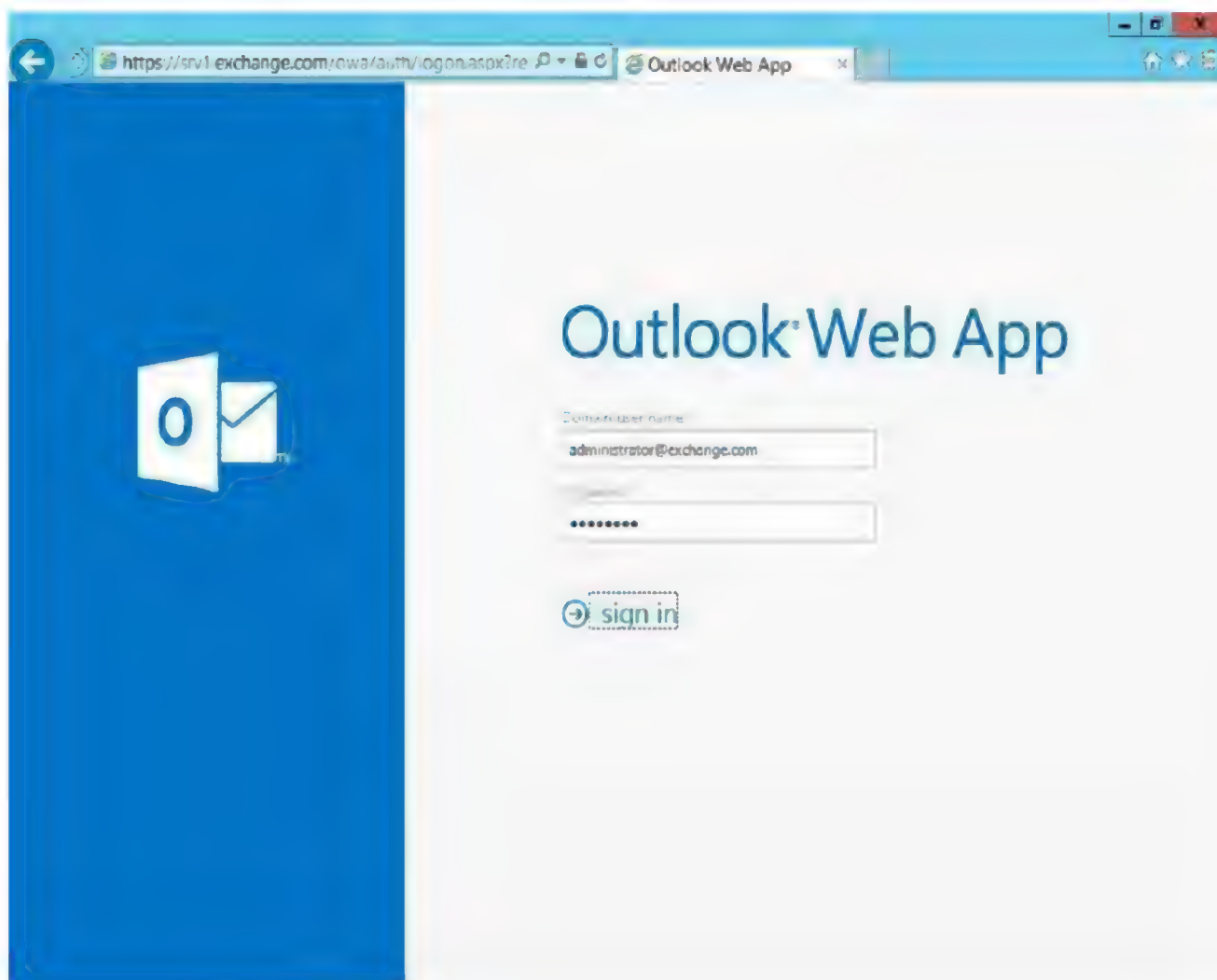
- **Open Internet Explorer**



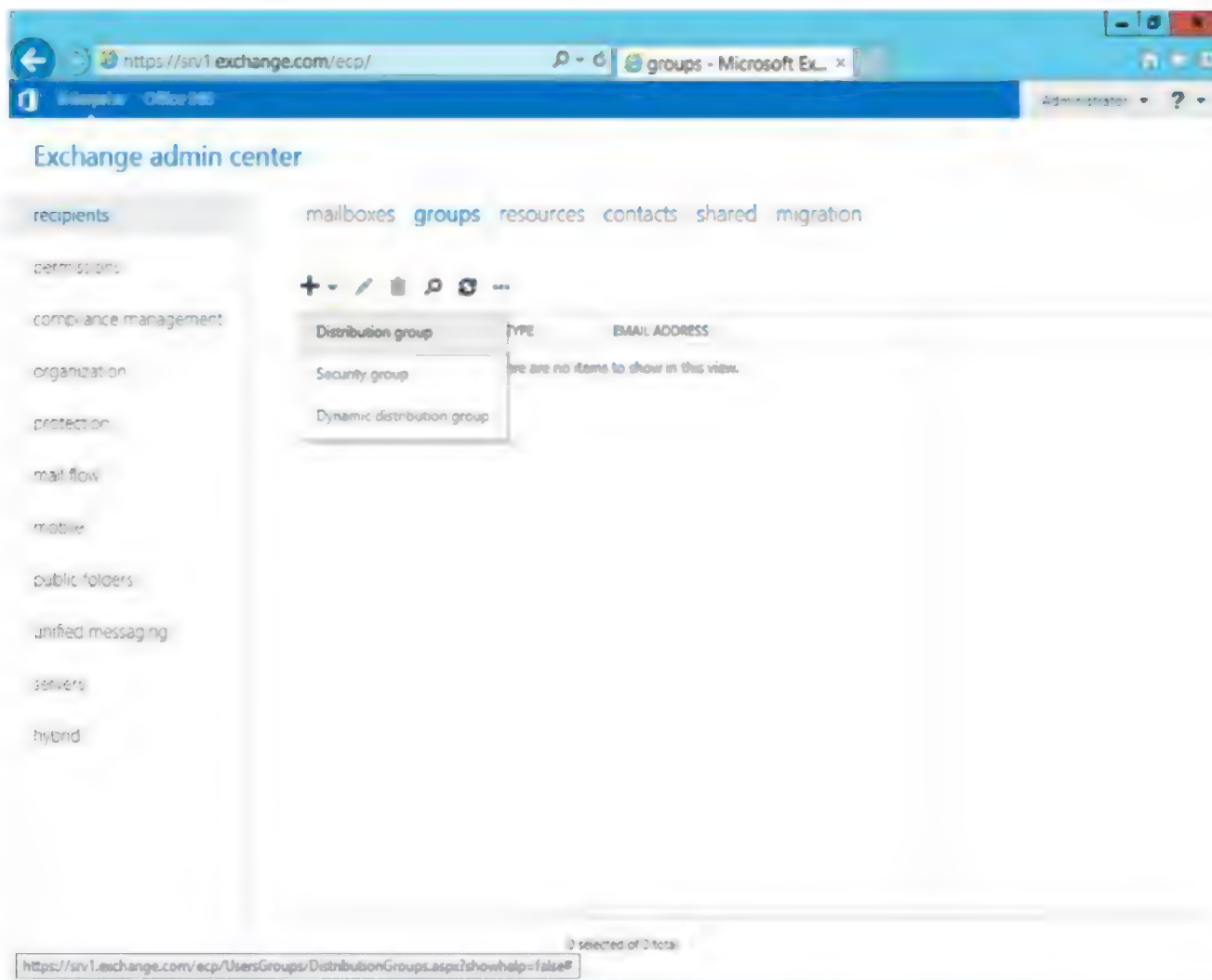
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



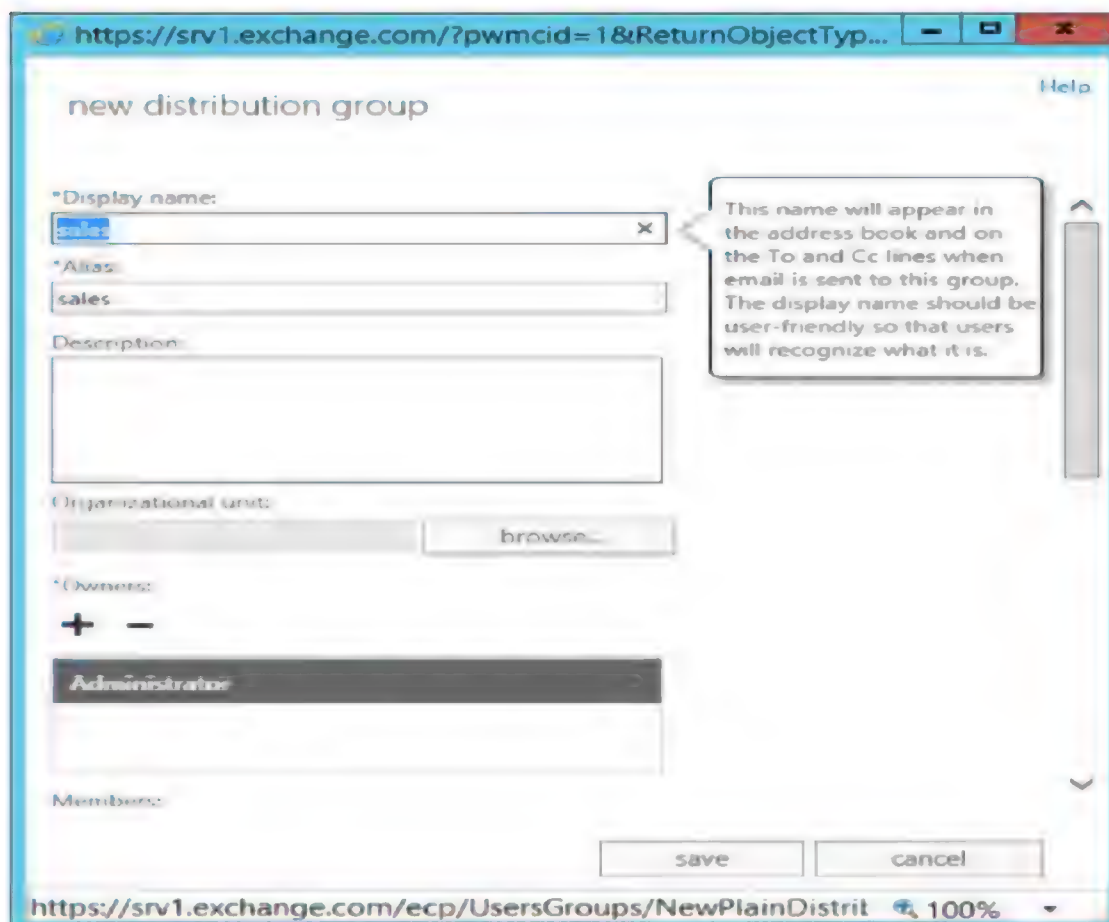
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Groups** tab→Expand (+) →select **Distribution Group**



- Enter **Display name** and **Alias name**→scroll down



- Select **Members**→click on (+) **Add**

https://srv1.exchange.com/?pwmcid=1&ReturnObjectTyp...

new distribution group Help

browse...

*Owners:

+ -

Administrator

Members:

☒ Add group owners as members

+ -

Choose whether owner approval is required to join the group.

save cancel

https://srv1.exchange.com/ecp/UsersGroups/NewPlainDistri 100%

- Select the **specific users**→click **Add**→click **Ok**

https://srv1.exchange.com/?pwmcid=1&Launche...

Help

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
sam	sam@yahoo.com
temp1	temp1@gmail.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com
user4	user4@exchange.com

2 selected of 7 total

add -> user1[remove]; user2[remove];

ok cancel

- Click **Save**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=1&ReturnObjectTyp...`. The page title is "new distribution group". In the top right corner, there is a "Help" link. Below the title, the "Members:" section contains a checked checkbox for "Add group owners as members" and a list of members: "user1" (highlighted) and "user2". Below the members list, there are two sections of radio button options. The first section, "Choose whether owner approval is required to join the group.", has three options: "Open: Anyone can join this group without being approved by the group owners." (selected), "Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.", and "Owner approval: All requests are approved or rejected by the group owners.". The second section, "Choose whether the group is open to leave.", has one visible option: "Open: Anyone can leave this group without". At the bottom right, there are two buttons: "save" (in blue) and "cancel". The bottom status bar shows the URL `https://srv1.exchange.com/ecp/UsersGroups/NewPlainDistrit` and a zoom level of 100%.

new distribution group [Help](#)

Members:

☒ Add group owners as members

+ -

user1

user2

Choose whether owner approval is required to join the group.

☒ Open: Anyone can join this group without being approved by the group owners.

☐ Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

☐ Owner approval: All requests are approved or rejected by the group owners.

Choose whether the group is open to leave.

☒ Open: Anyone can leave this group without

save cancel

`https://srv1.exchange.com/ecp/UsersGroups/NewPlainDistrit` 100%

Lab – 6: Accessing the Mailbox using Outlook Web App

Objective:

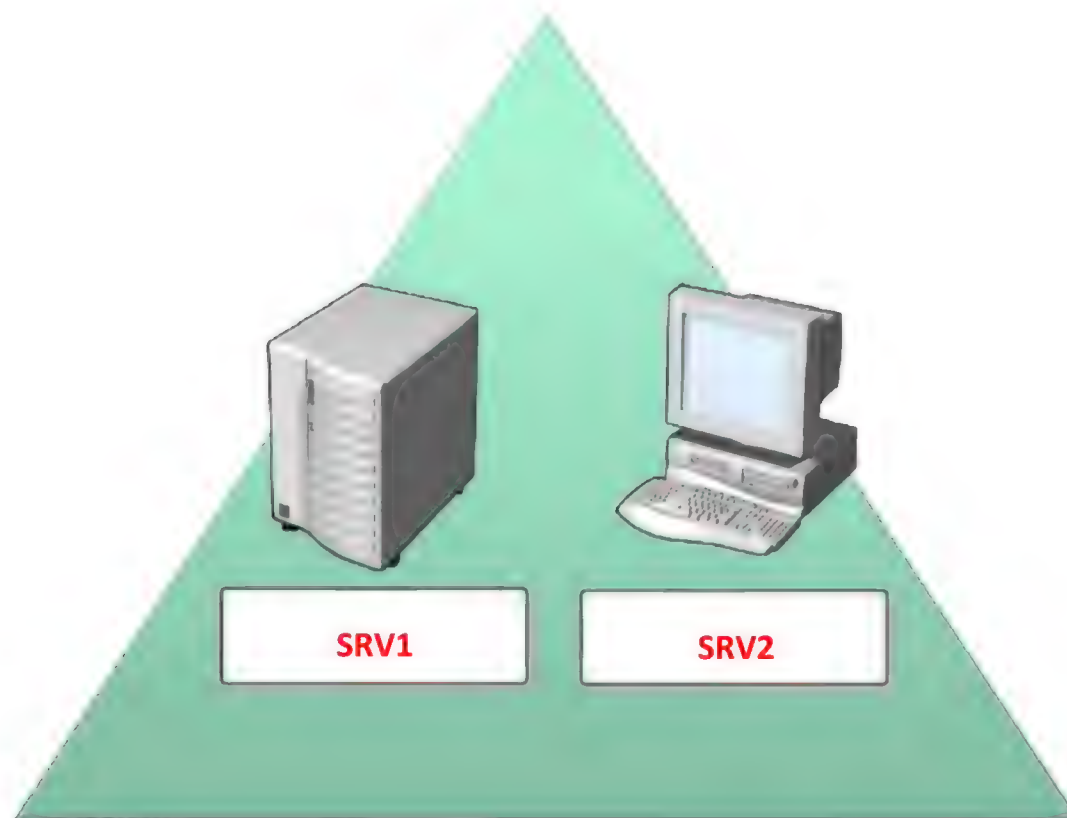
To access Email Account using Outlook Web App

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 2012 server or windows 7

Topology:



SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

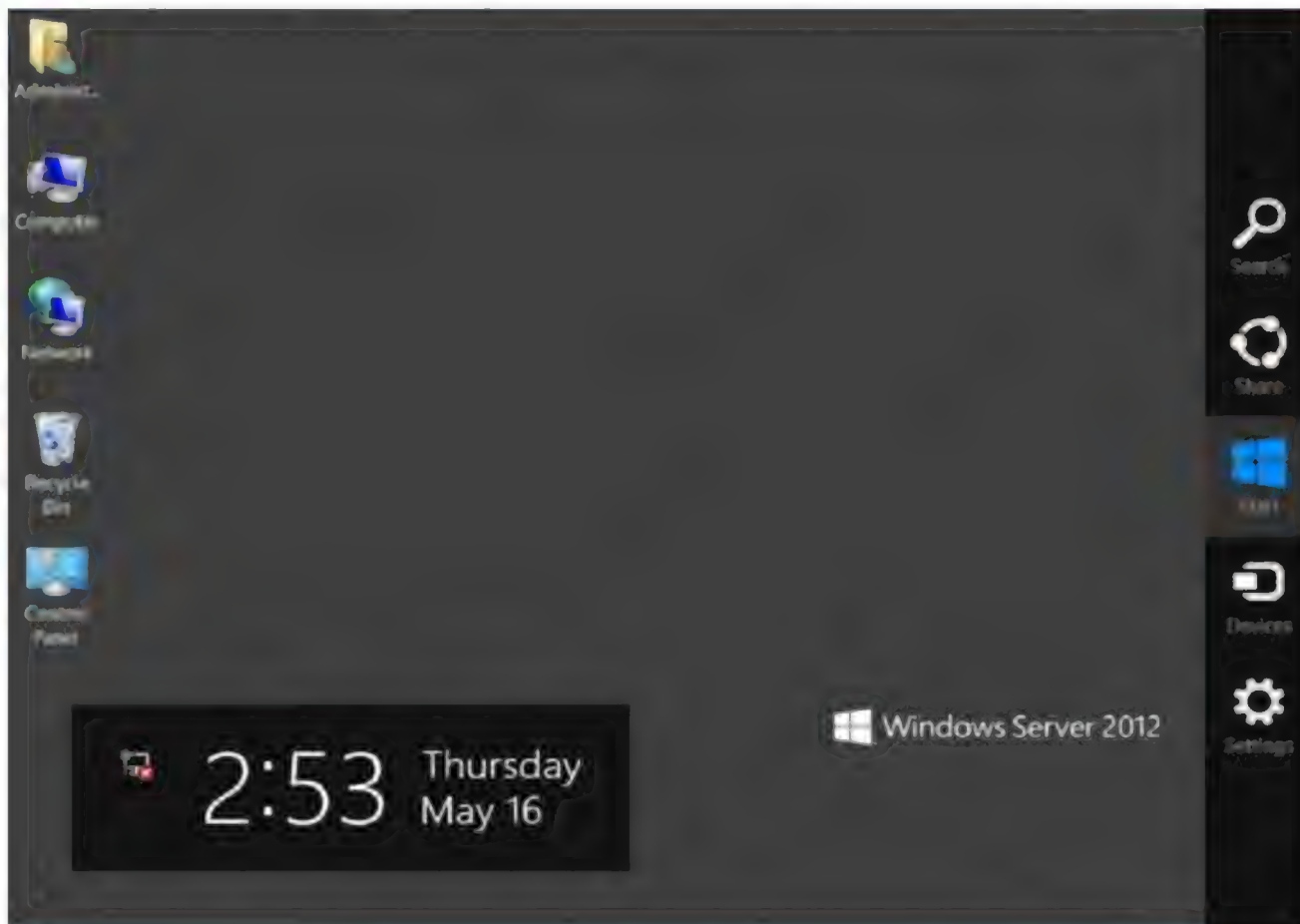
Member Server / Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



Steps:

- **Start**



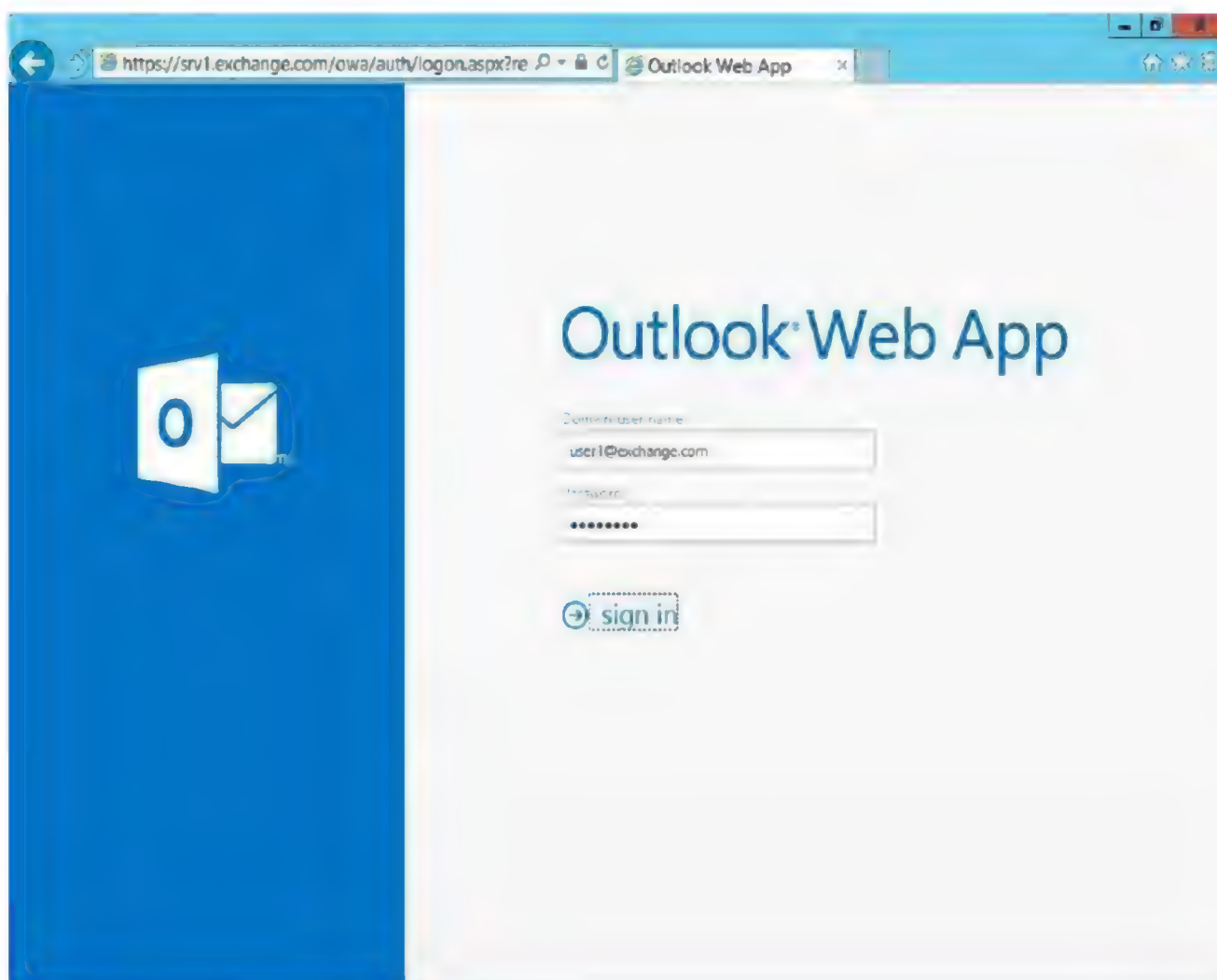
- **Open Internet Explorer**



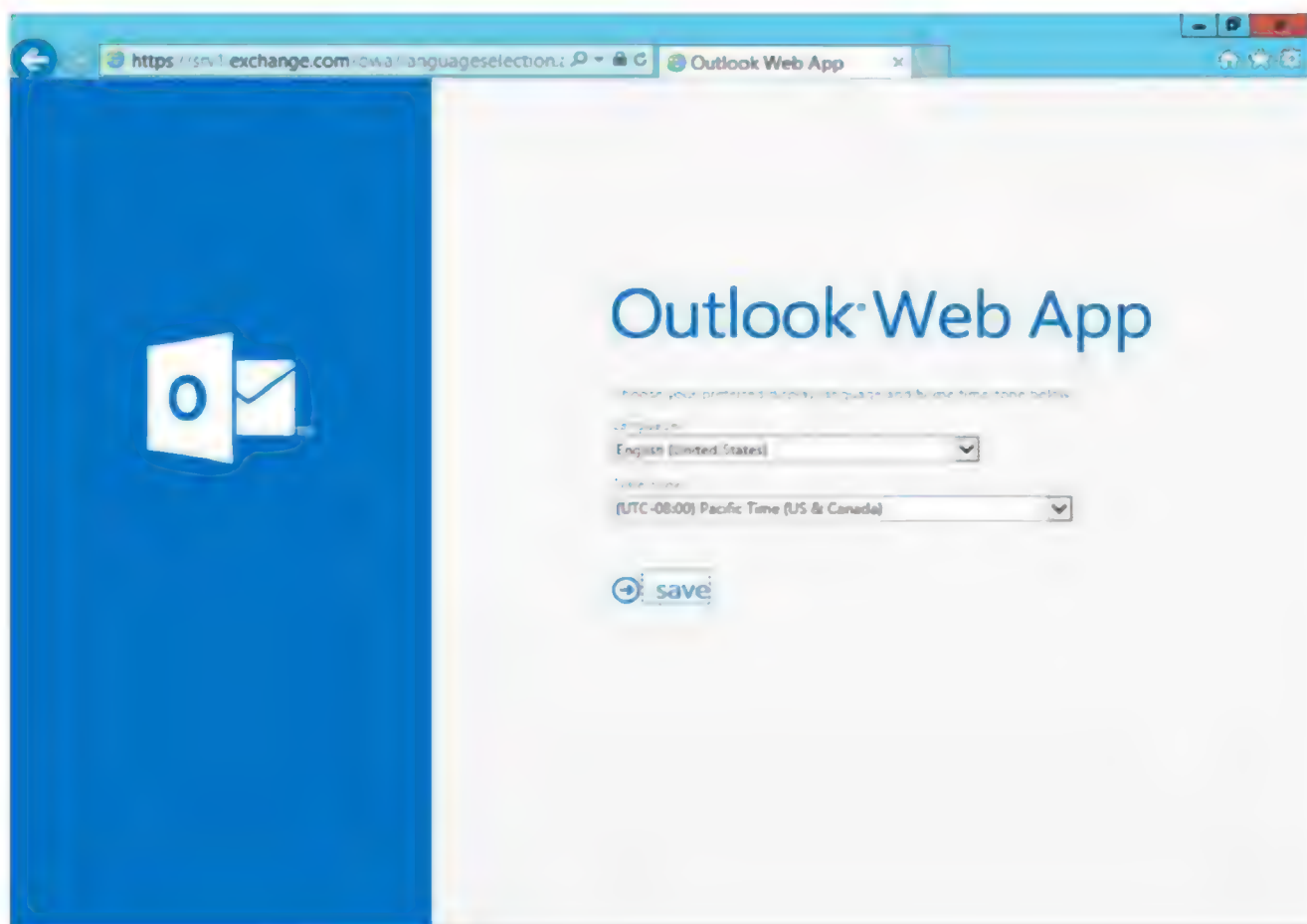
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/owa`)



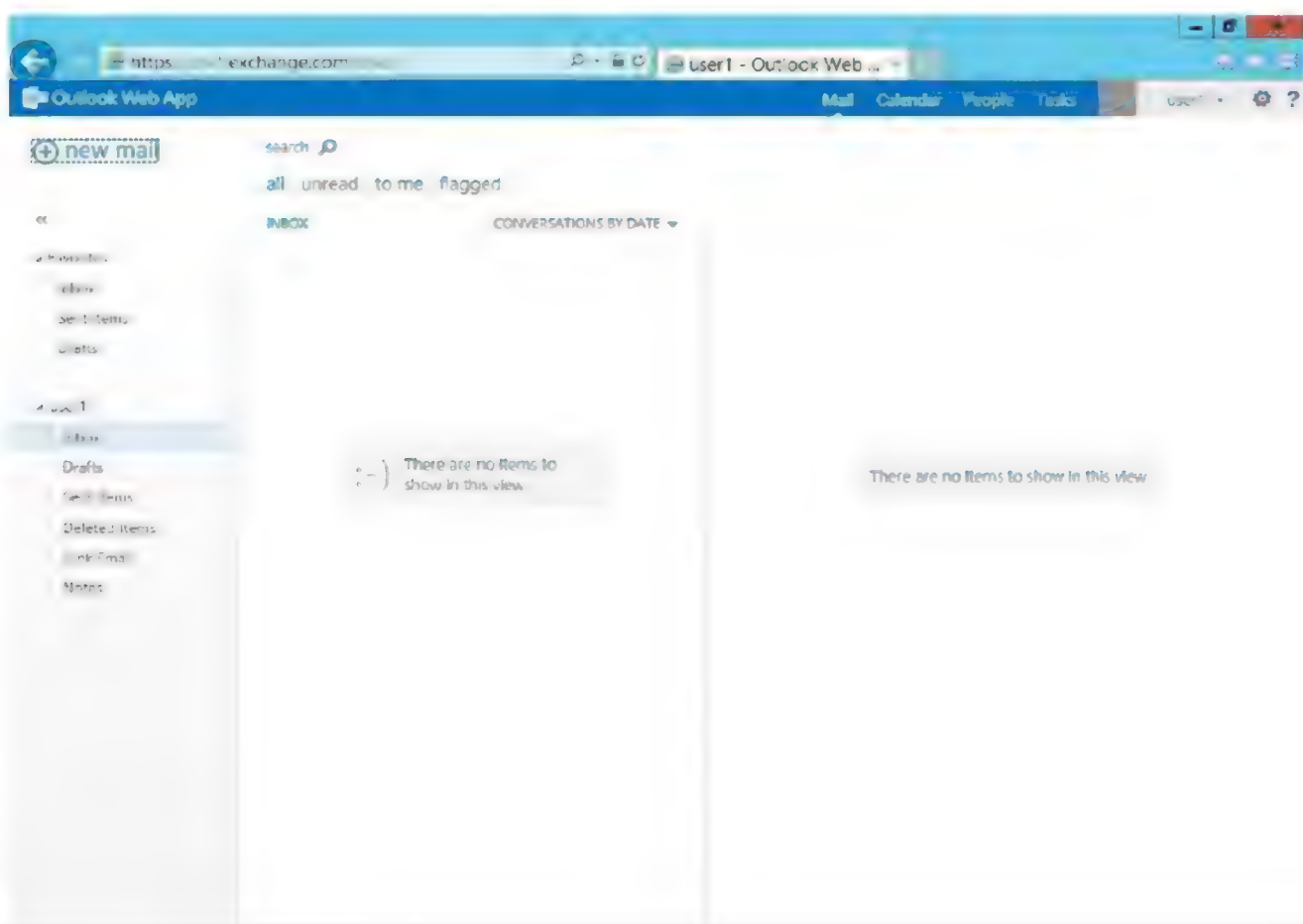
- Enter User Name and Password of the User→Click Sign In



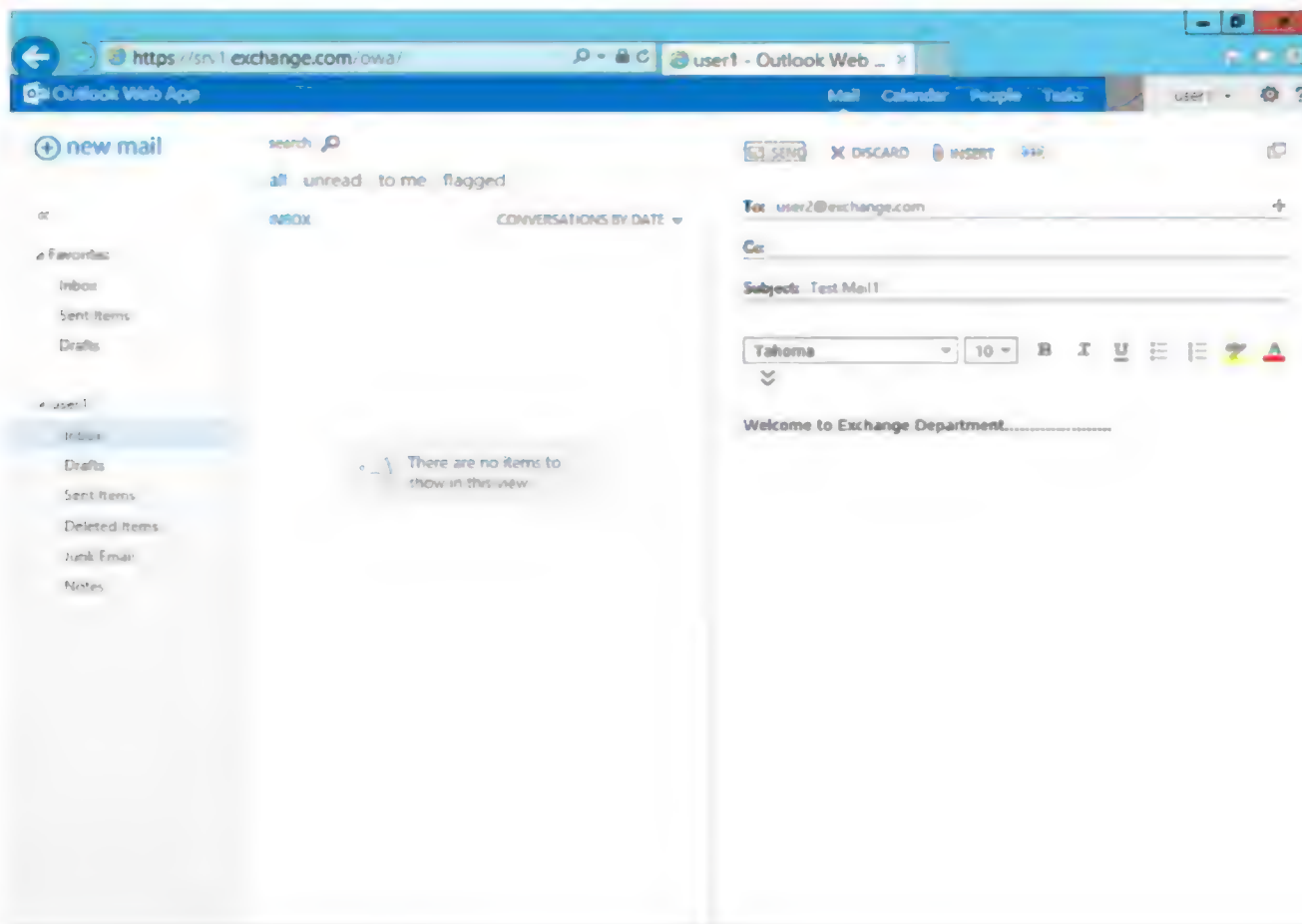
- Click **Save**



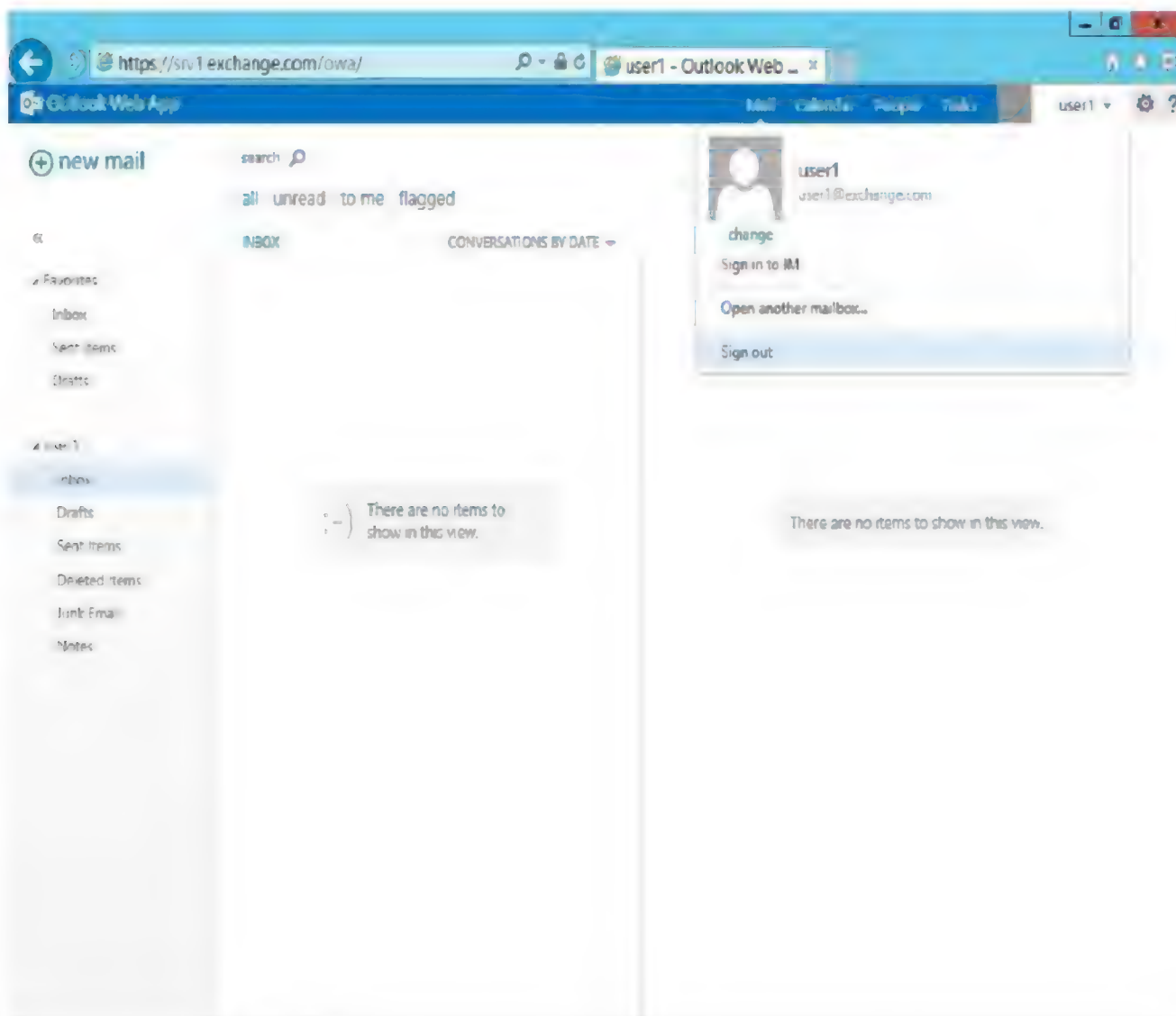
- Select **New Mail**



- Enter **User name**→enter the **Subject**→enter the **Message**→Click **Send**

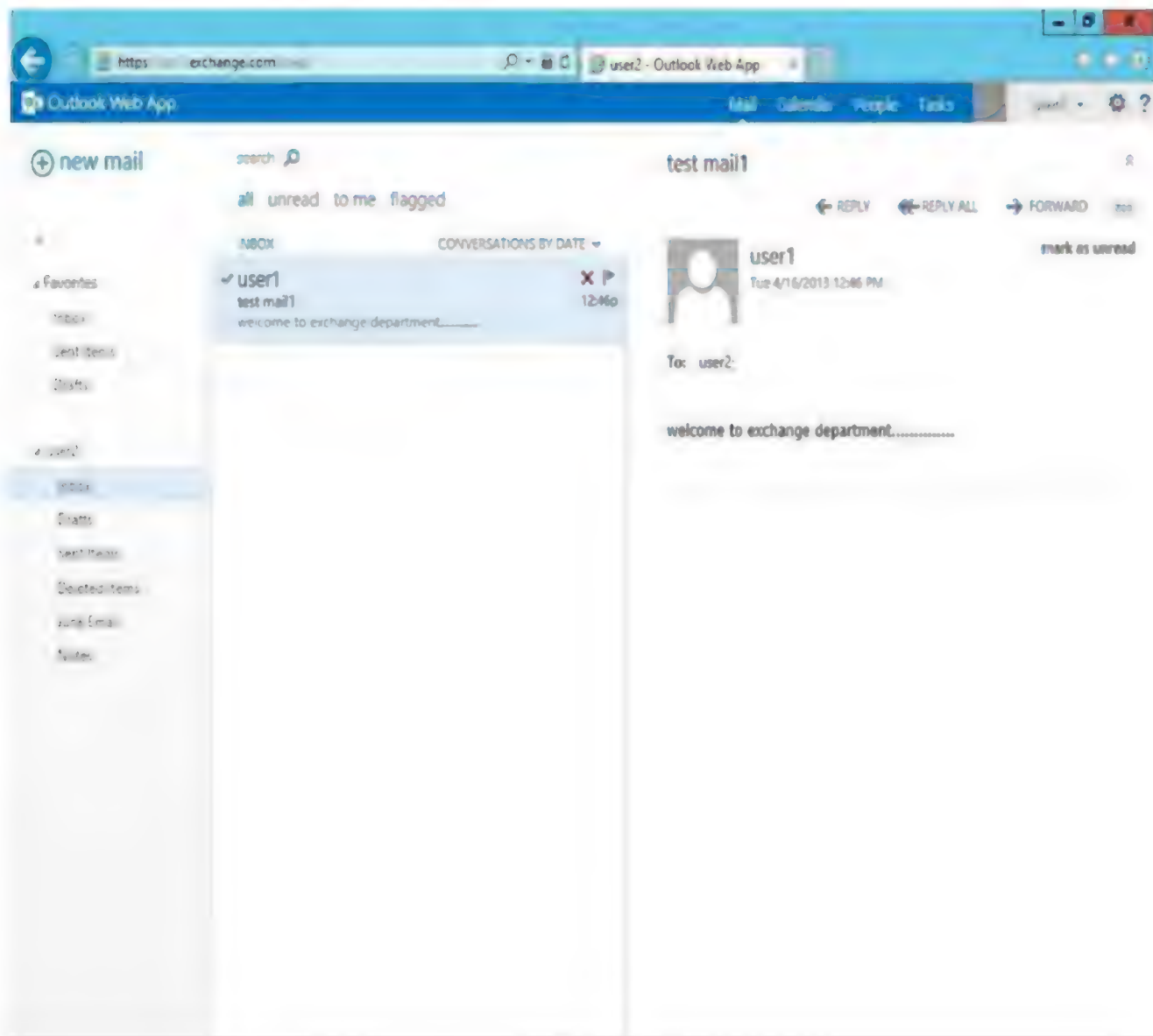


- Click on **Sign Out**



Verification:

- Log in as **User2** and check the **Mail** for confirmation



Lab – 7: Accessing the Mailbox using Microsoft Office Outlook 2013

Objective:

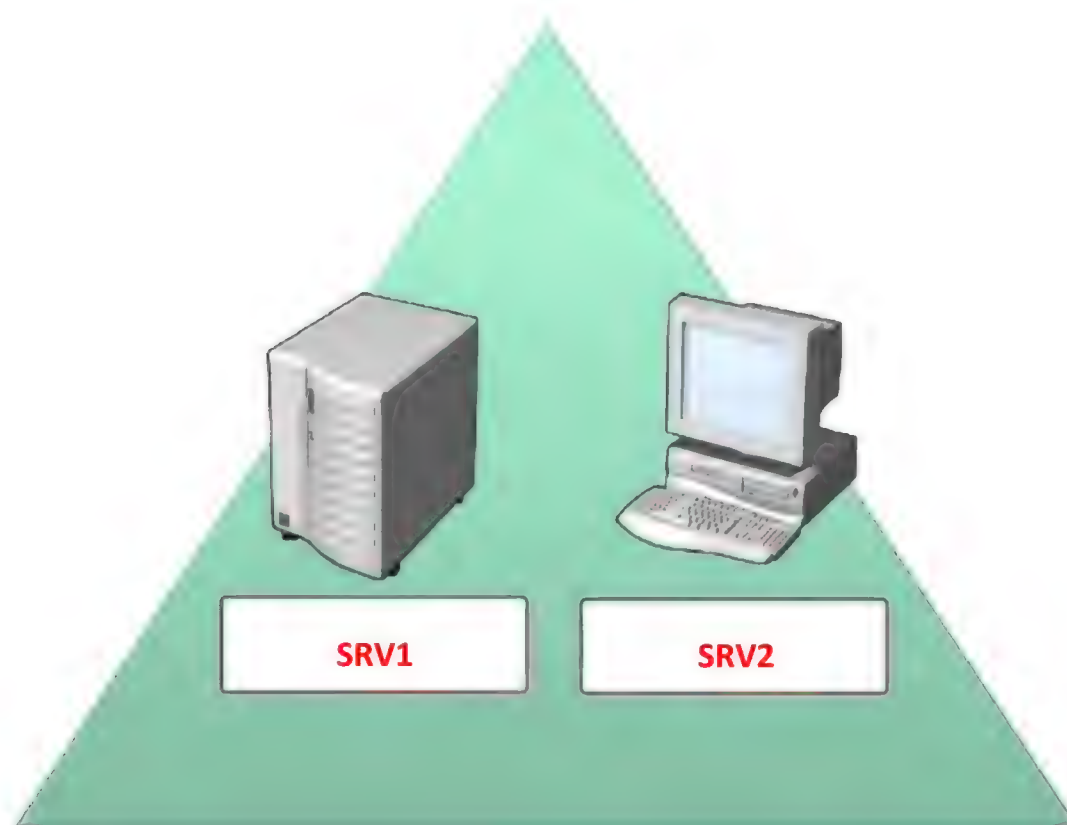
To access Email account using MS Office Outlook client

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

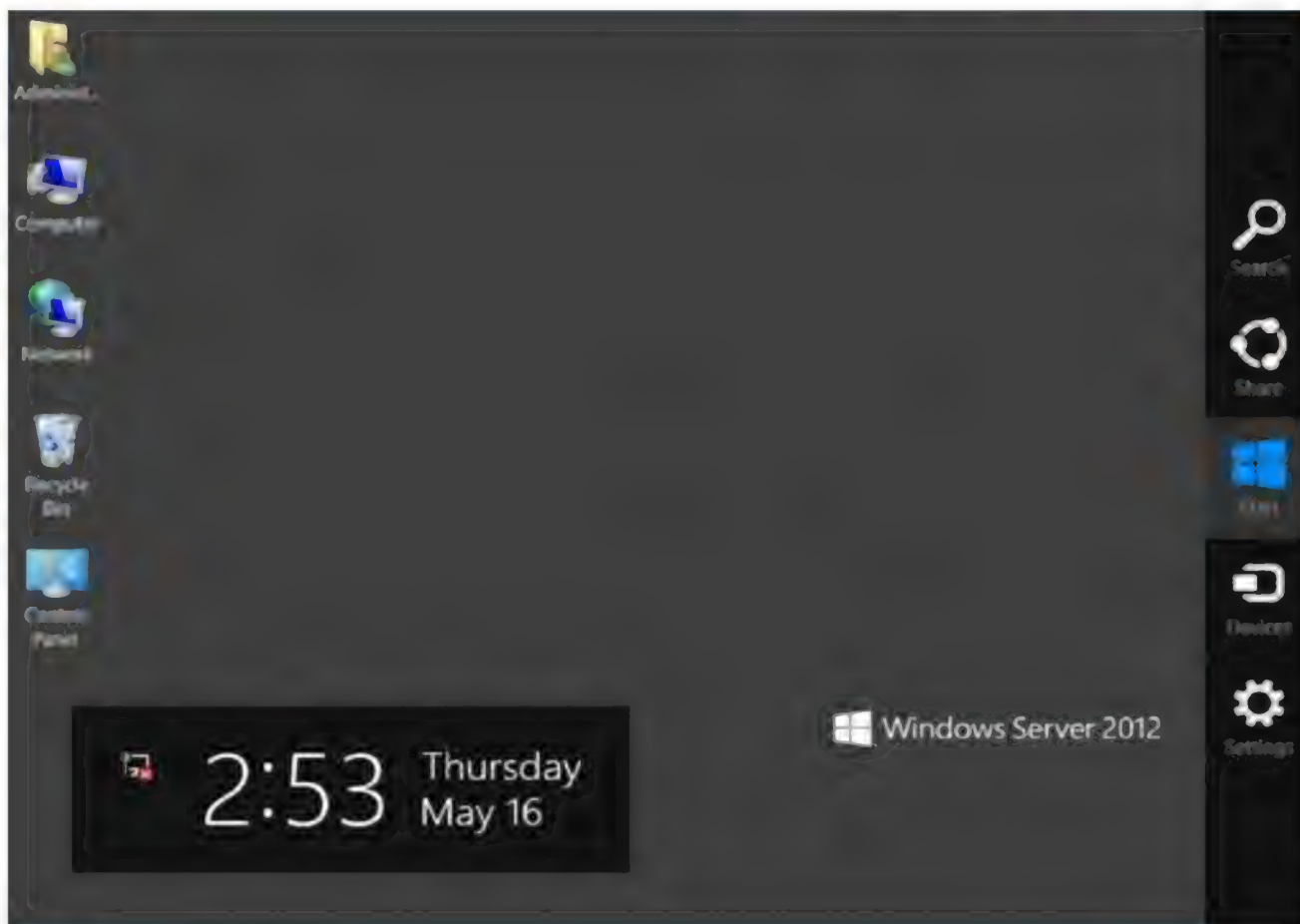
SRV2

Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



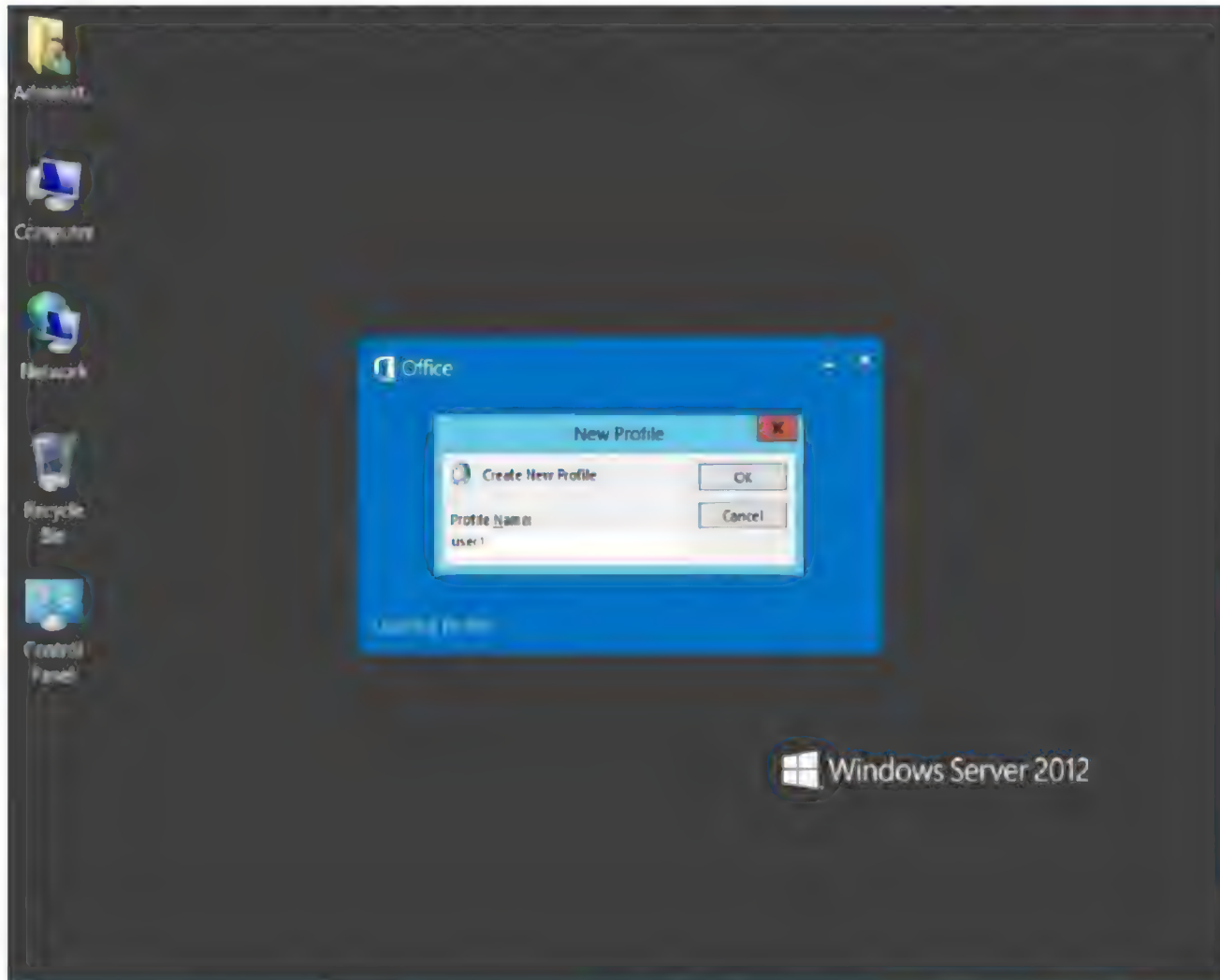
- **Start**



- **Open Outlook 2013**



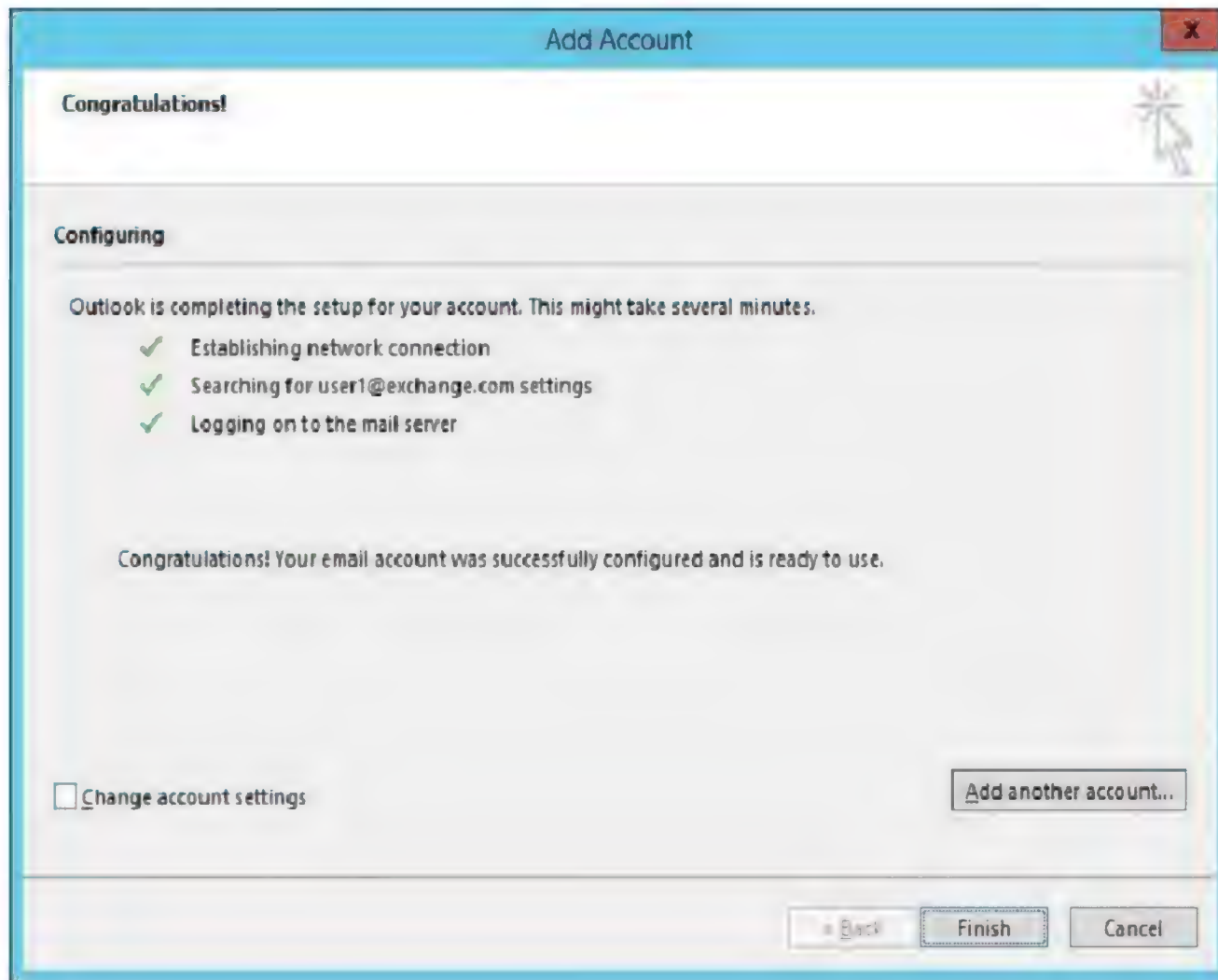
- Enter User name (Ex: - **User1**)→Click **Ok**.



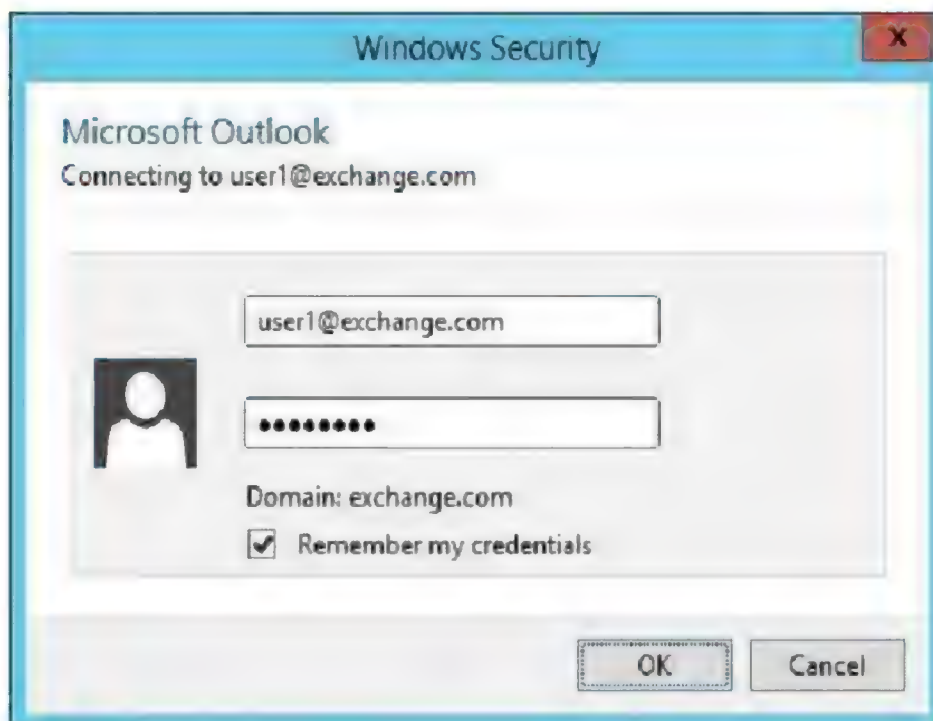
- Enter User Name, E-mail Address and Password→Click **Next**

A screenshot of the 'Add Account' dialog box in Outlook. The dialog box has a blue title bar with the text 'Add Account'. Inside, there is a section titled 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' Below this, there are two radio buttons. The first one is selected and is labeled 'E-mail Account'. The second one is labeled 'Manual setup or additional server types'. Below the radio buttons, there are four text input fields. The first is labeled 'Your Name:' and contains the text 'user1'. Below it is an example: 'Example: Ellen Adams'. The second is labeled 'E-mail Address:' and contains the text 'user1@exchange.com'. Below it is an example: 'Example: ellen@contoso.com'. The third is labeled 'Password:' and contains seven asterisks. The fourth is labeled 'Retype Password:' and also contains seven asterisks. Below these fields is a note: 'Type the password your internet service provider has given you.' At the bottom right of the dialog box, there are three buttons: 'Back <', 'Next >', and 'Cancel'.

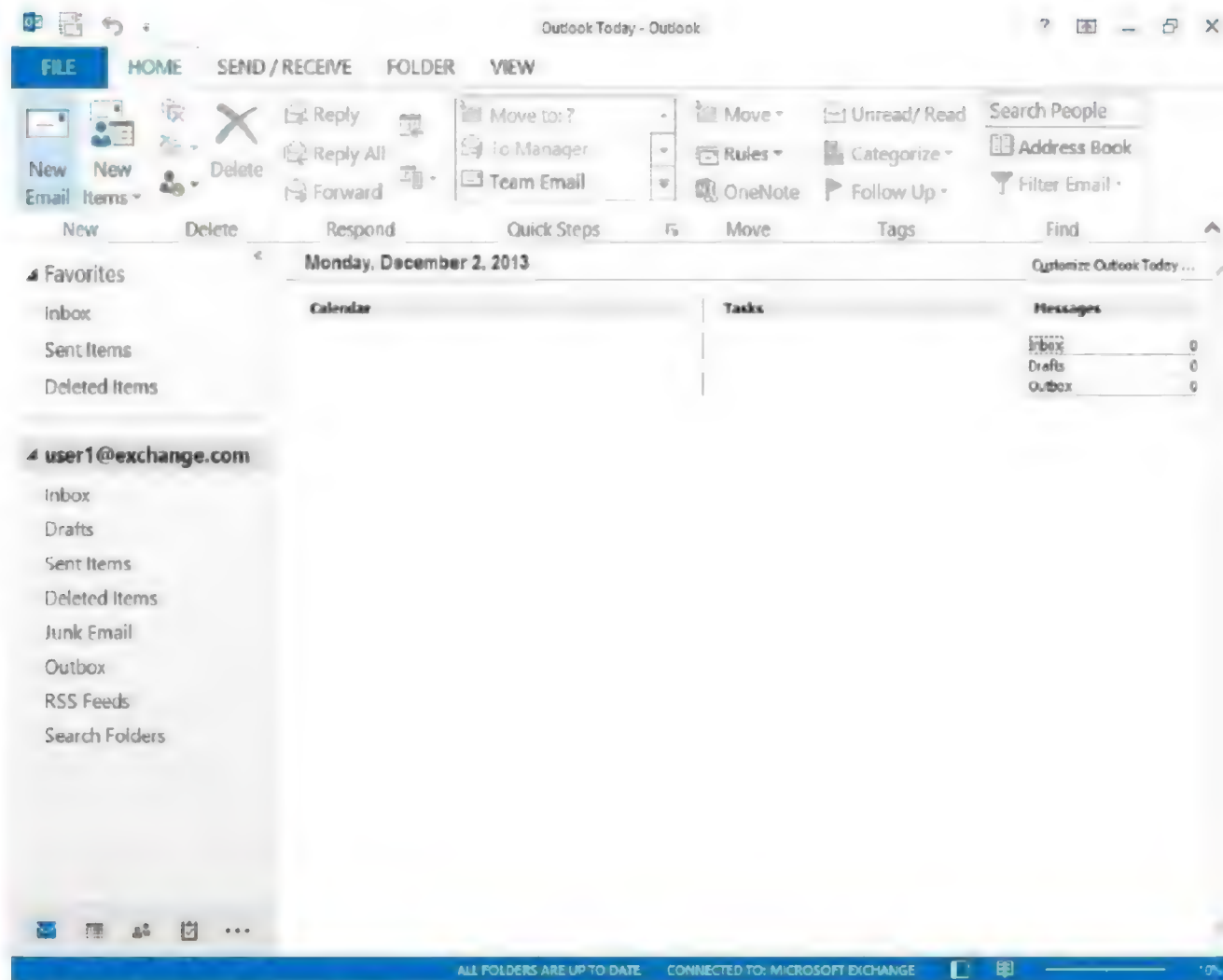
- Click **Finish**



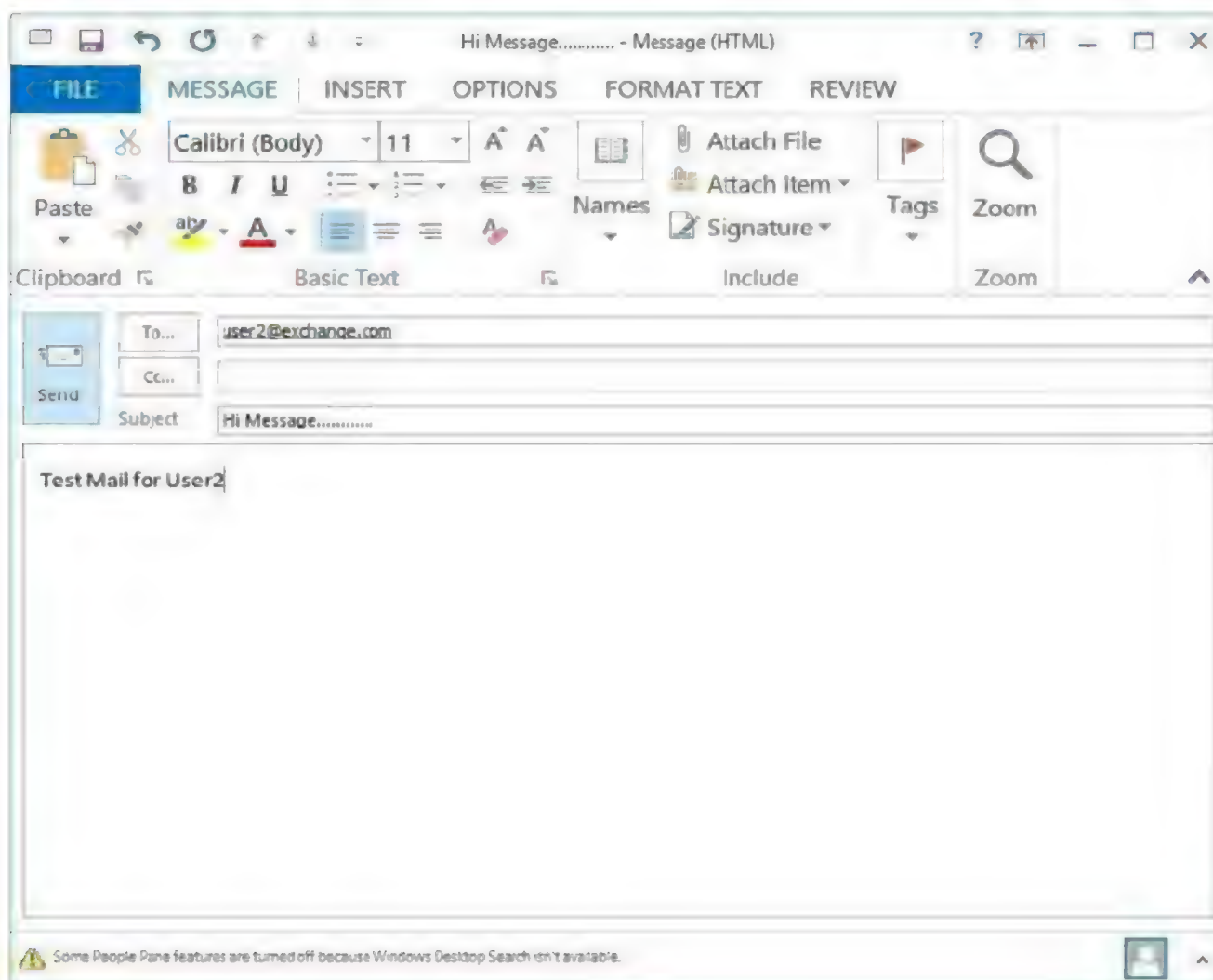
- Enter **User E-mail Address and Password**→Click **Ok**



- Access the Mailbox of **User1**→Click **New Mail**

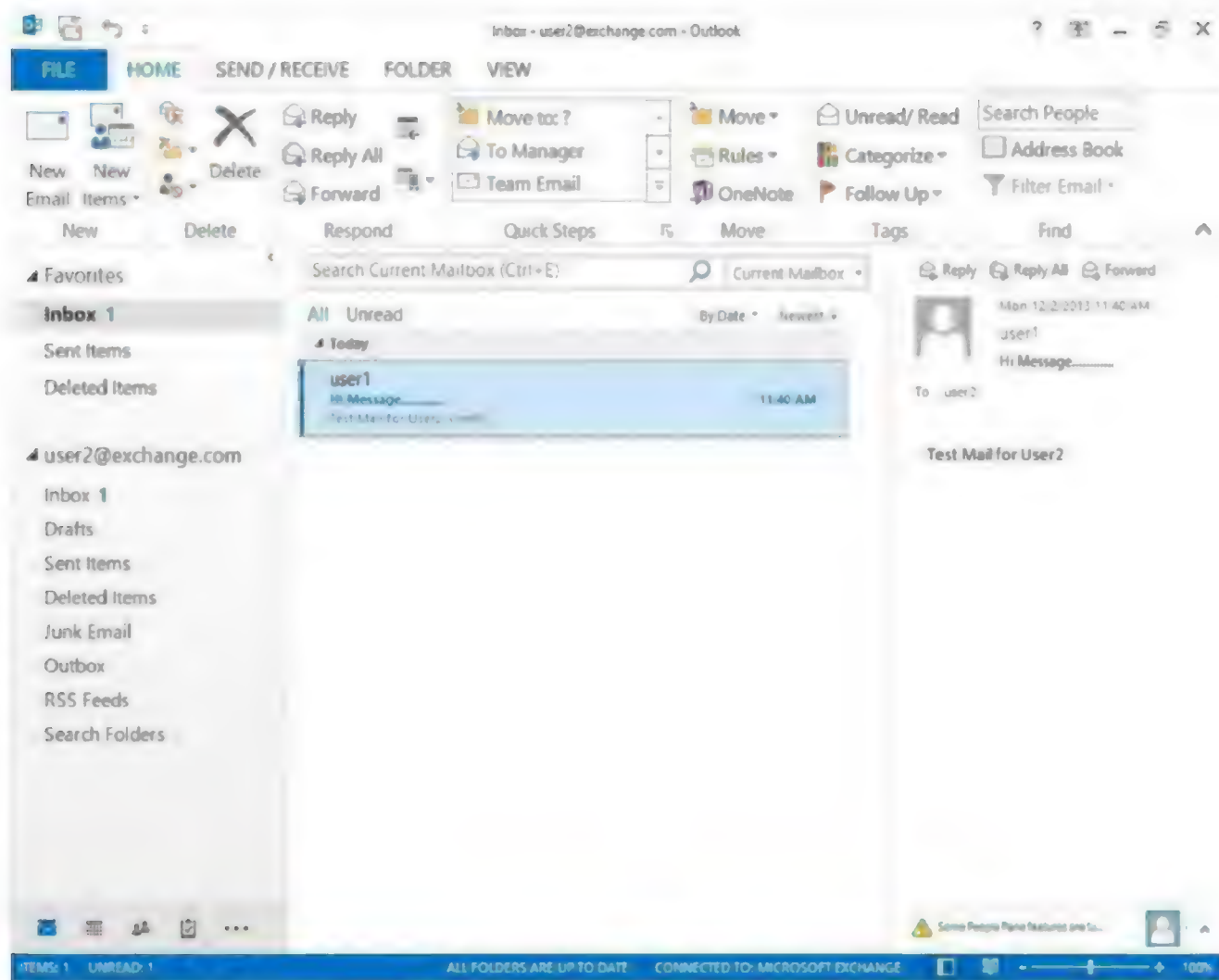


- Type the user email address (Ex: **User2**)→Click **Send**



Verification:

1. Log in as **User2** and check the **Mail** for confirmation in **MS Office Outlook 2013**



Lab – 8: Adding Multiple E-Mail Addresses to Mailbox

Objective:

To add multiple emails addresses for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



SRV1

Domain Controller

IP Address 10.0.0.1
Subnet Mask 255.0.0.0
Preferred DNS 10.0.0.1

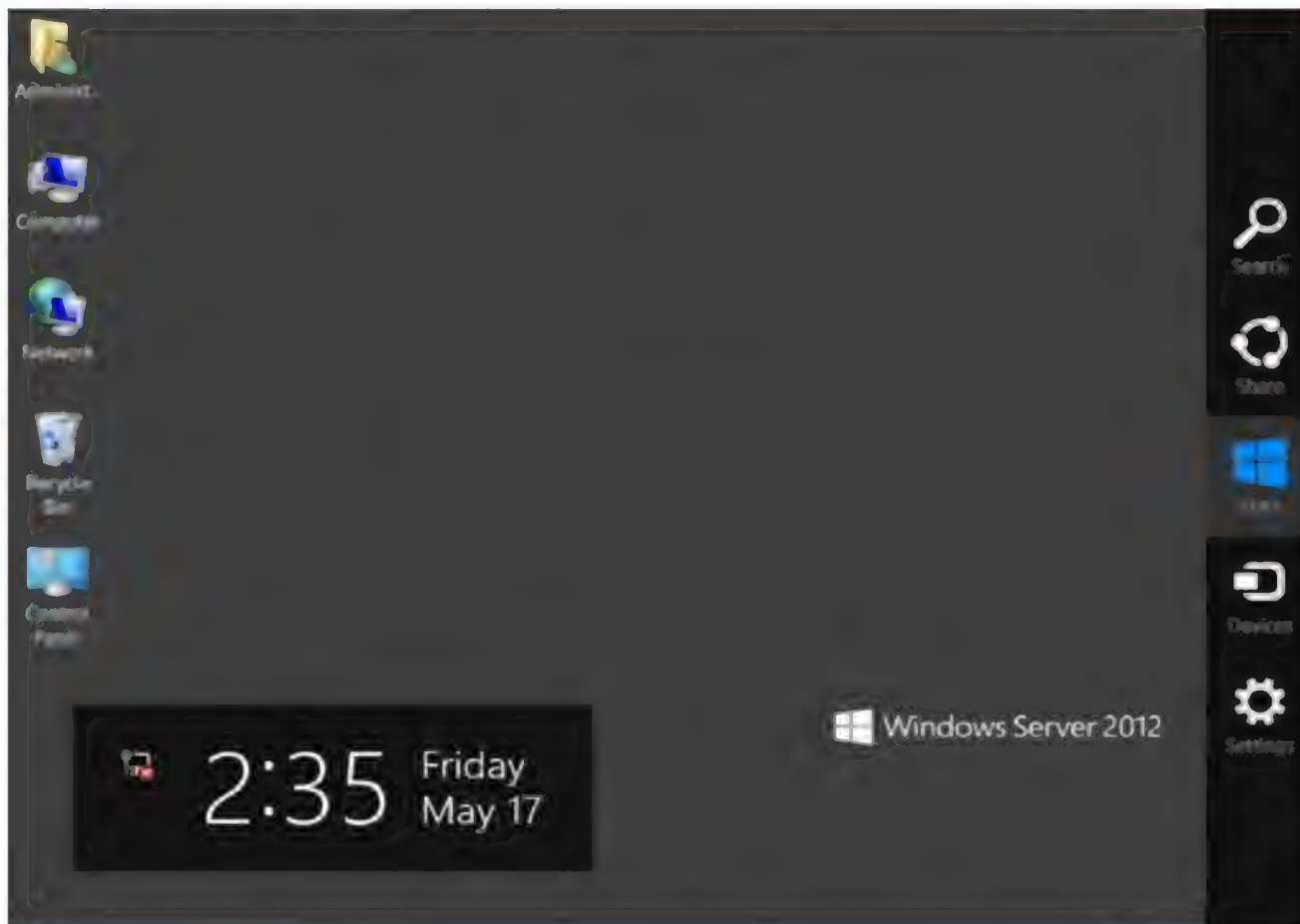
SRV2

Client

IP Address 10.0.0.2
Subnet Mask 255.0.0.0
Preferred DNS 10.0.0.1

Steps:

- **Start**



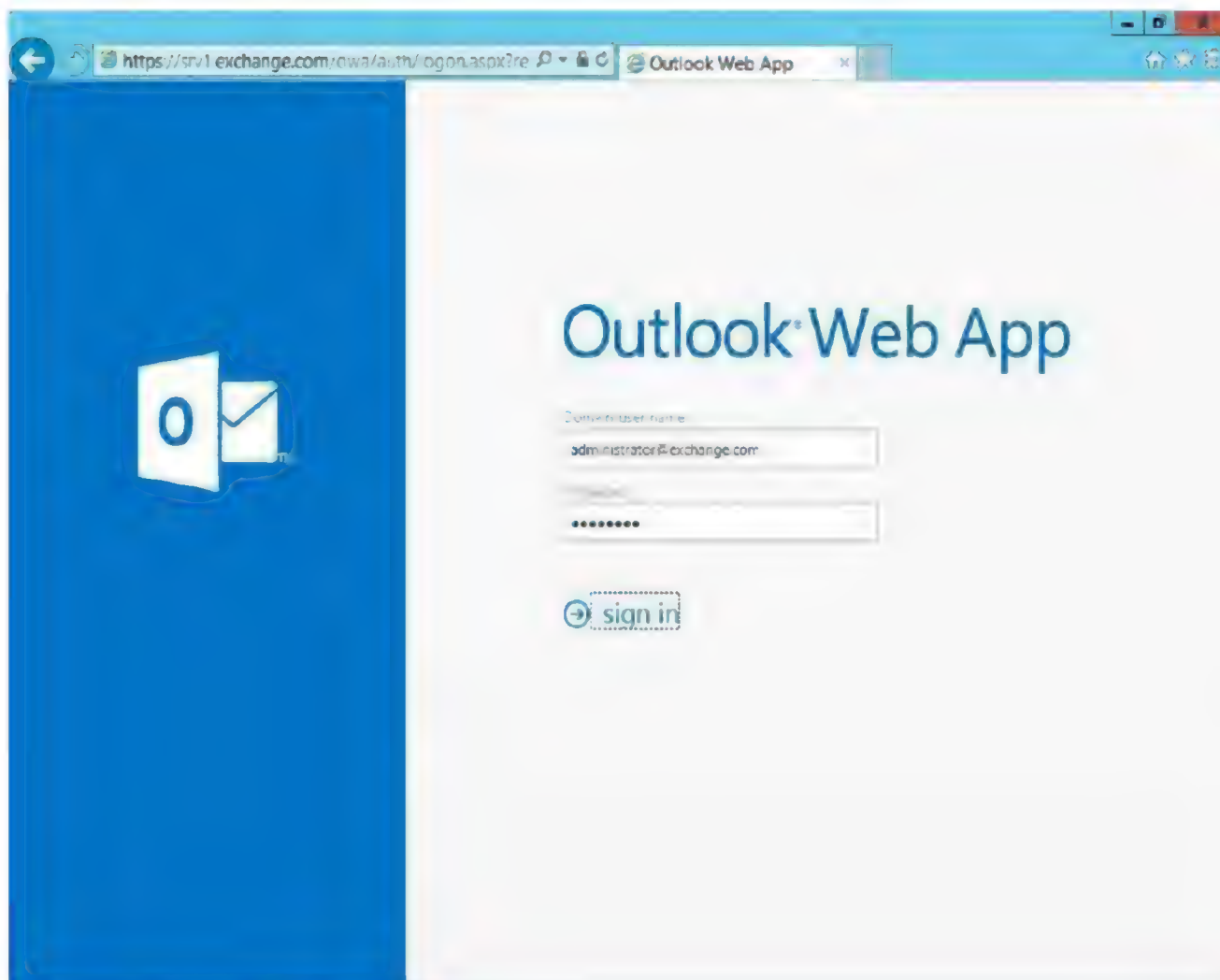
- **Open Internet Explorer**



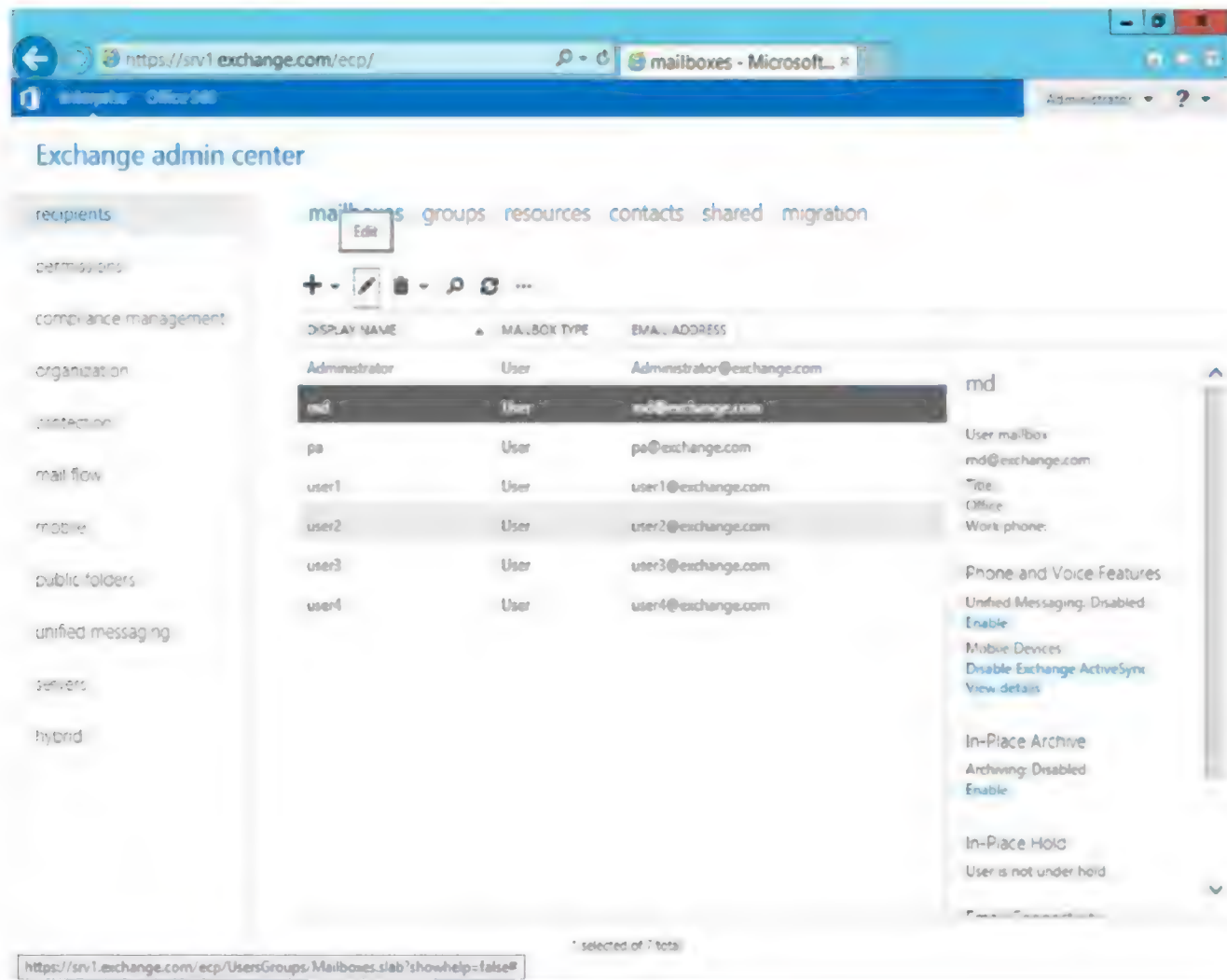
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



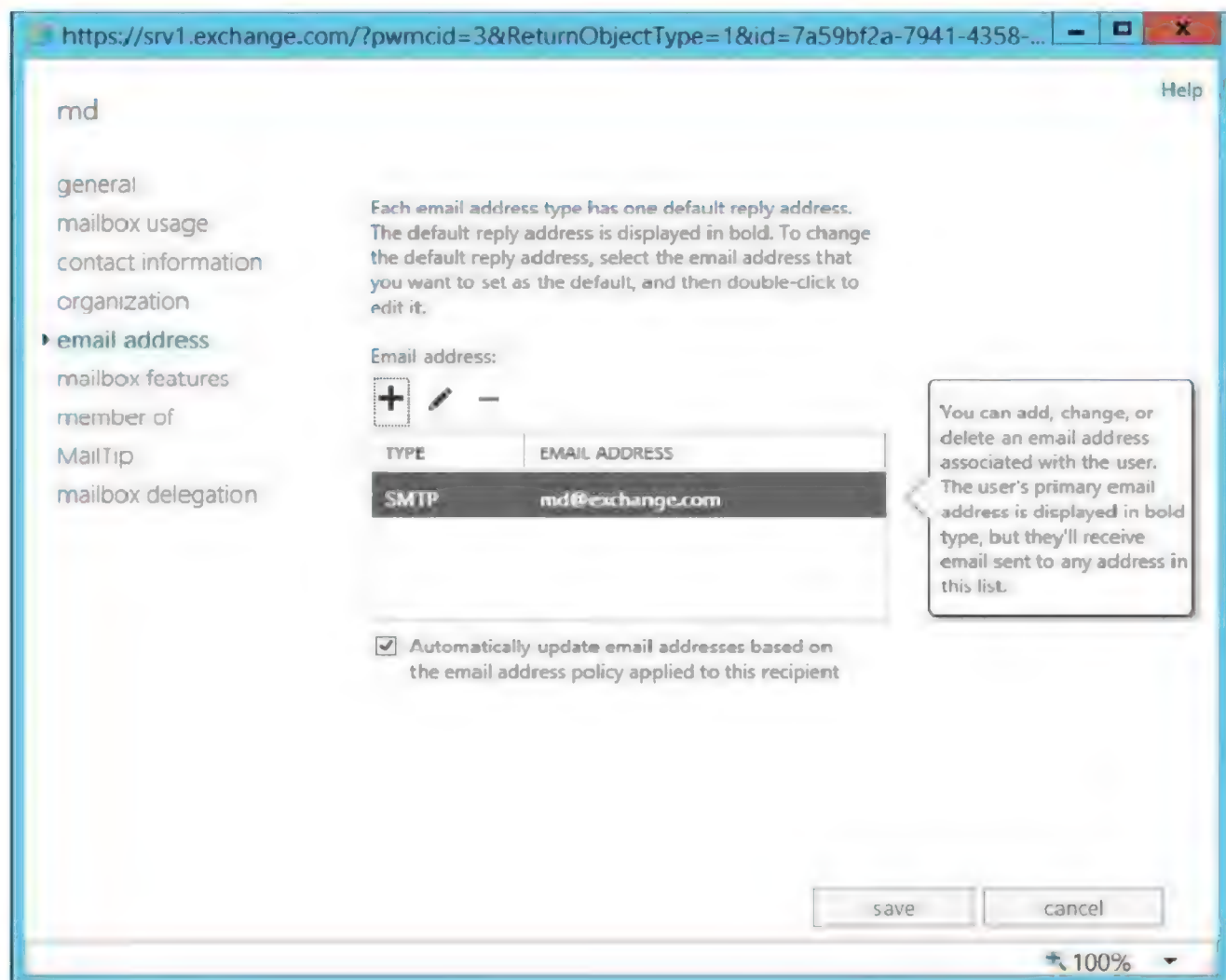
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: MD)→select **Edit** tab



- Select **email address** tab→click **Add (+)**



- Enter the **E-mail Address** (Ex: **raj@exchange.com**)→click **OK**

Email Address -- Webpage Dialog

new email address [Help](#)

Email address type:

☒ SMTP

☐ EUM

☐ enter a custom address type

The address can be EX, X.500, X.400, MSMail, CcMail, Lotus Notes, NovellGroupWise, EUM Proxy address, and free text. [Learn more](#)

*Email address:

raj@exchange.com

[OK](#) [cancel](#)

- Click **Save**

https://srv1.exchange.com/?pwmcid=3&ReturnObjectType=1&id=7a59bf2a-7941-4358-... [Help](#)

md

general

mailbox usage

contact information

organization

► **email address**

mailbox features

member of

MailTip

mailbox delegation

Each email address type has one default reply address. The default reply address is displayed in bold. To change the default reply address, select the email address that you want to set as the default, and then double-click to edit it.

Email address:

+ / -

TYPE	EMAIL ADDRESS
SMTP	md@exchange.com
smtp	raj@exchange.com

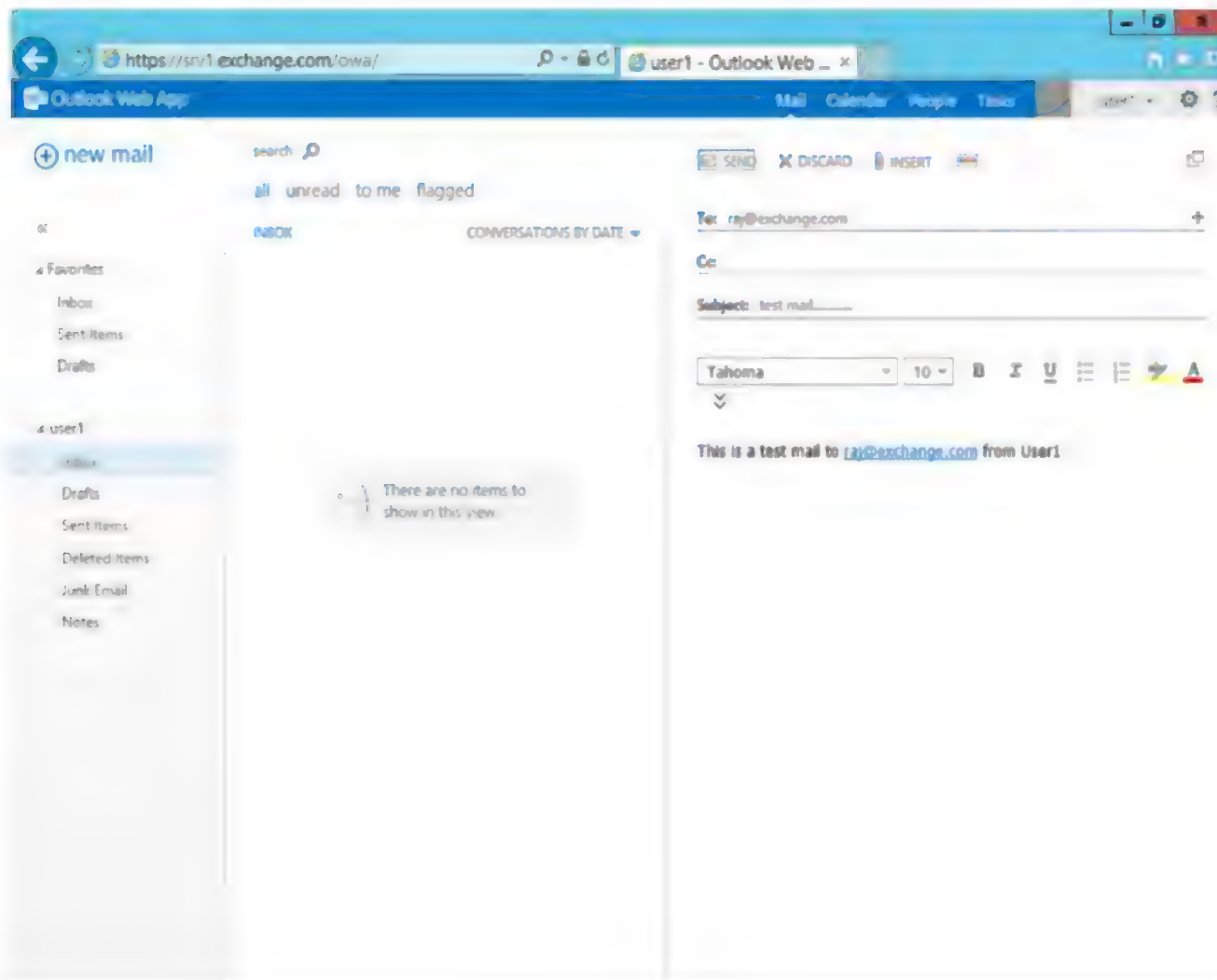
☒ Automatically update email addresses based on the email address policy applied to this recipient

[save](#) [cancel](#)

100%

Verification:

- Log in to User Mailbox (**Ex: User1**) and send email to **raj@exchange.com** and verify the mail in the **Inbox** of **MD User**



Lab – 9: Applying Message Delivery Restriction on the User

Objective:

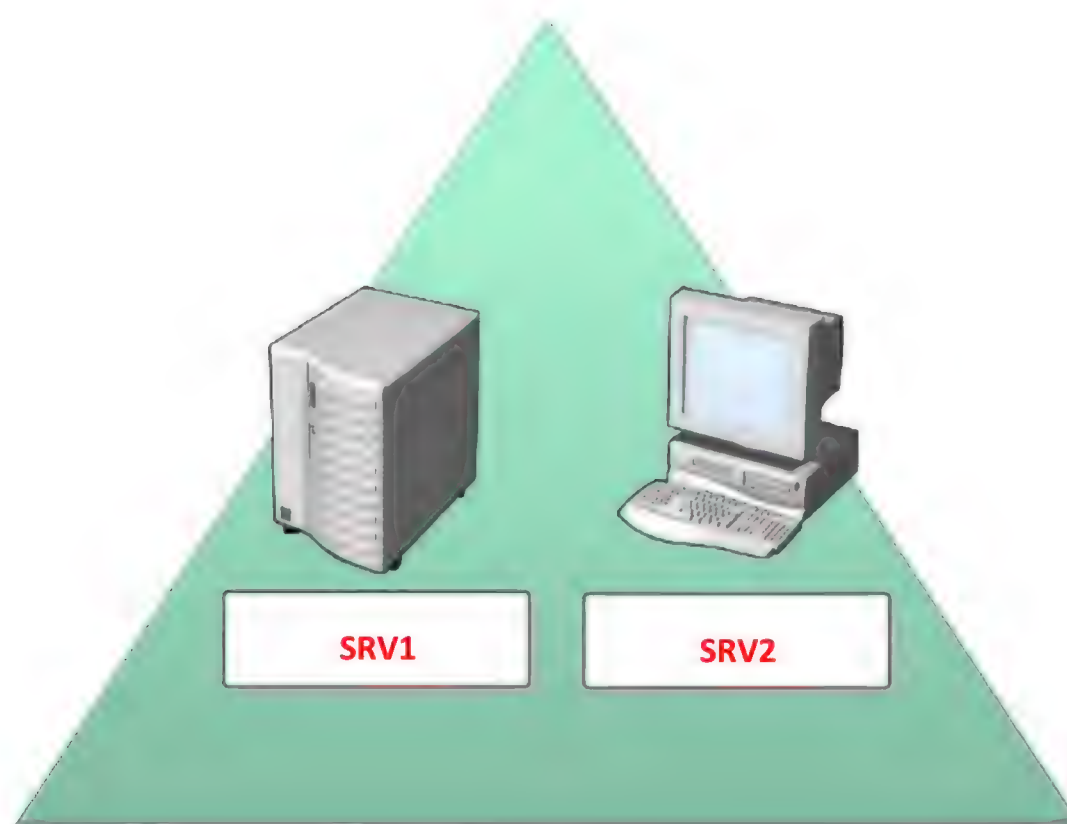
To block a user from sending emails to a specific Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

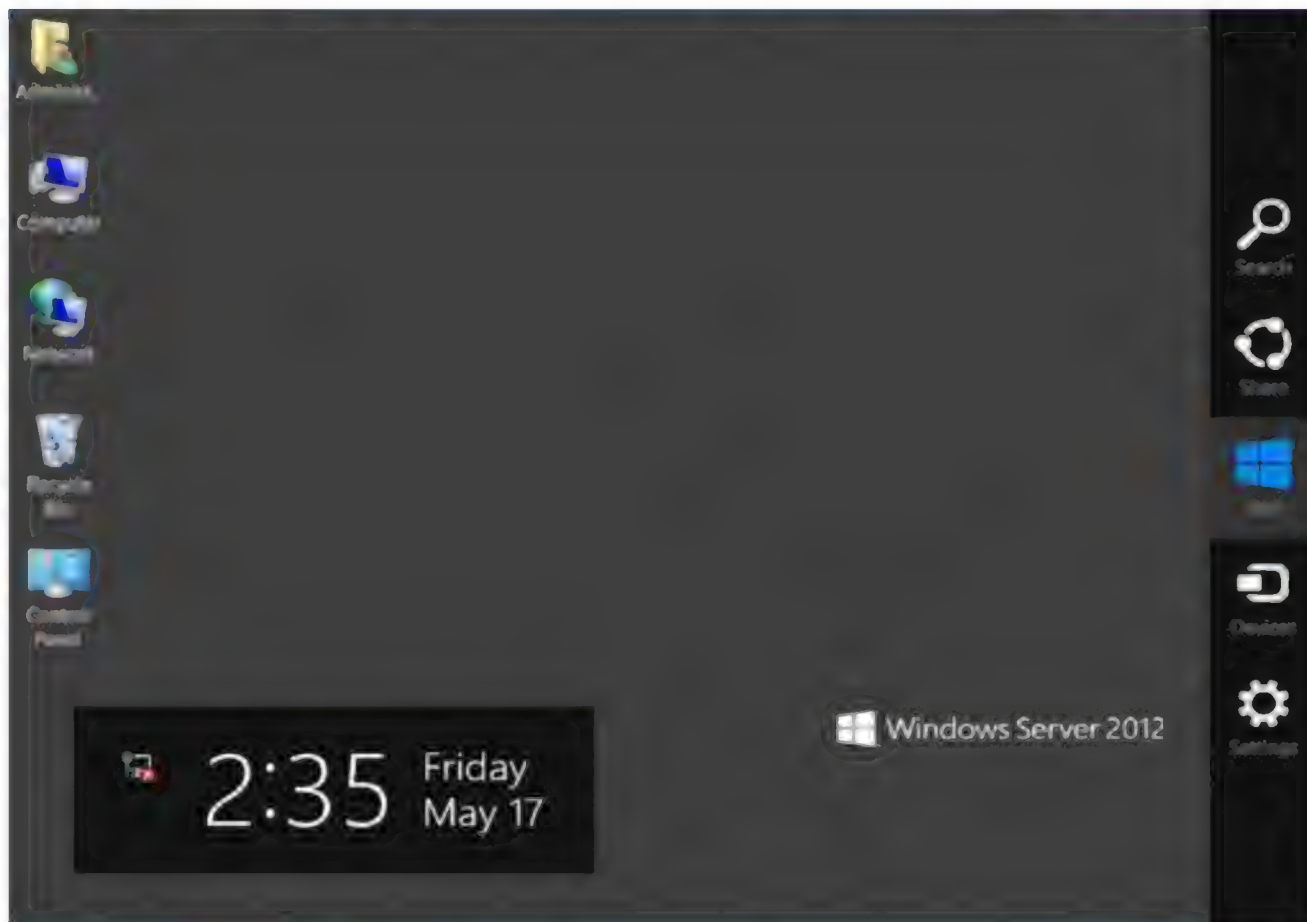
SRV2

Client

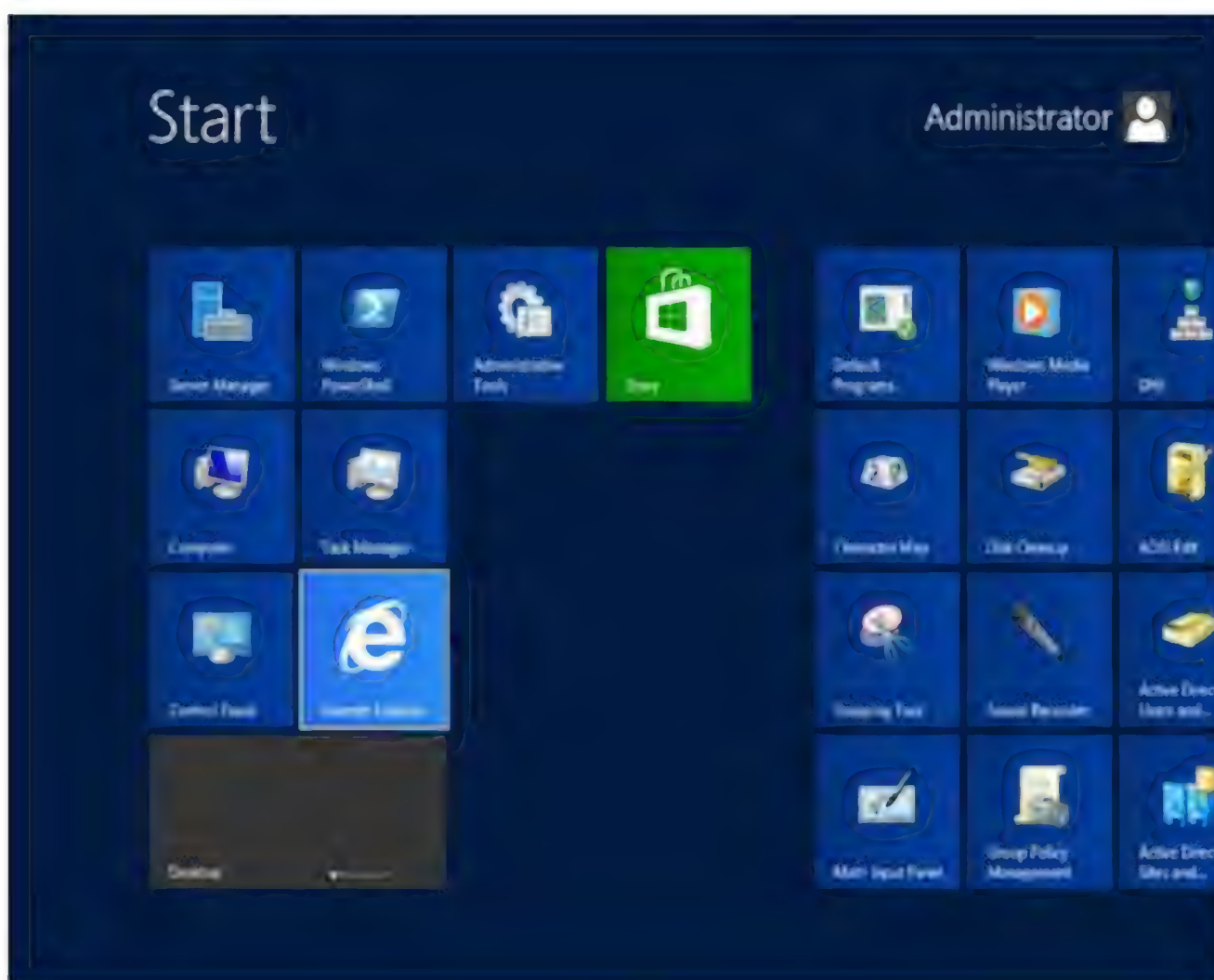
IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



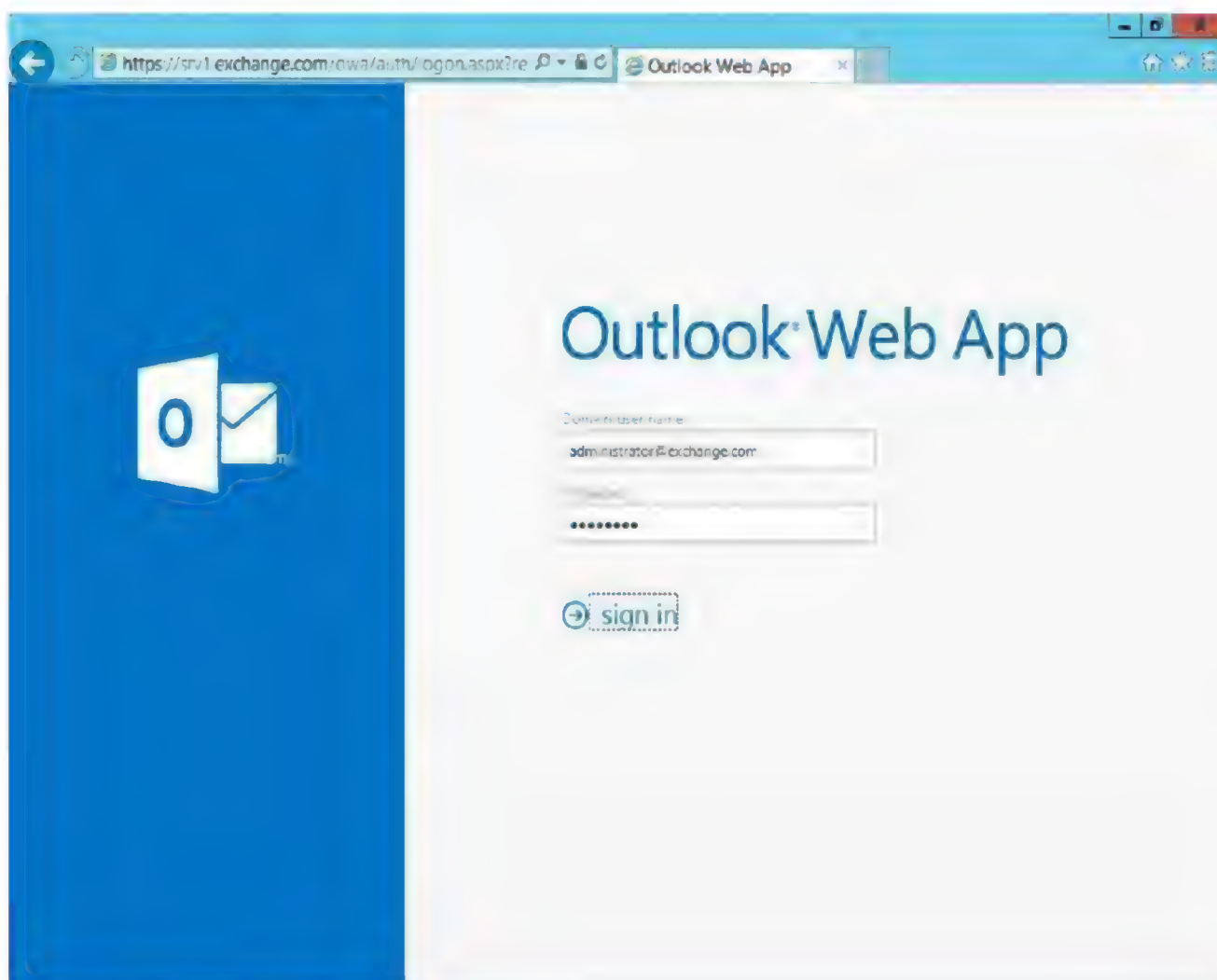
- **Open Internet Explorer**



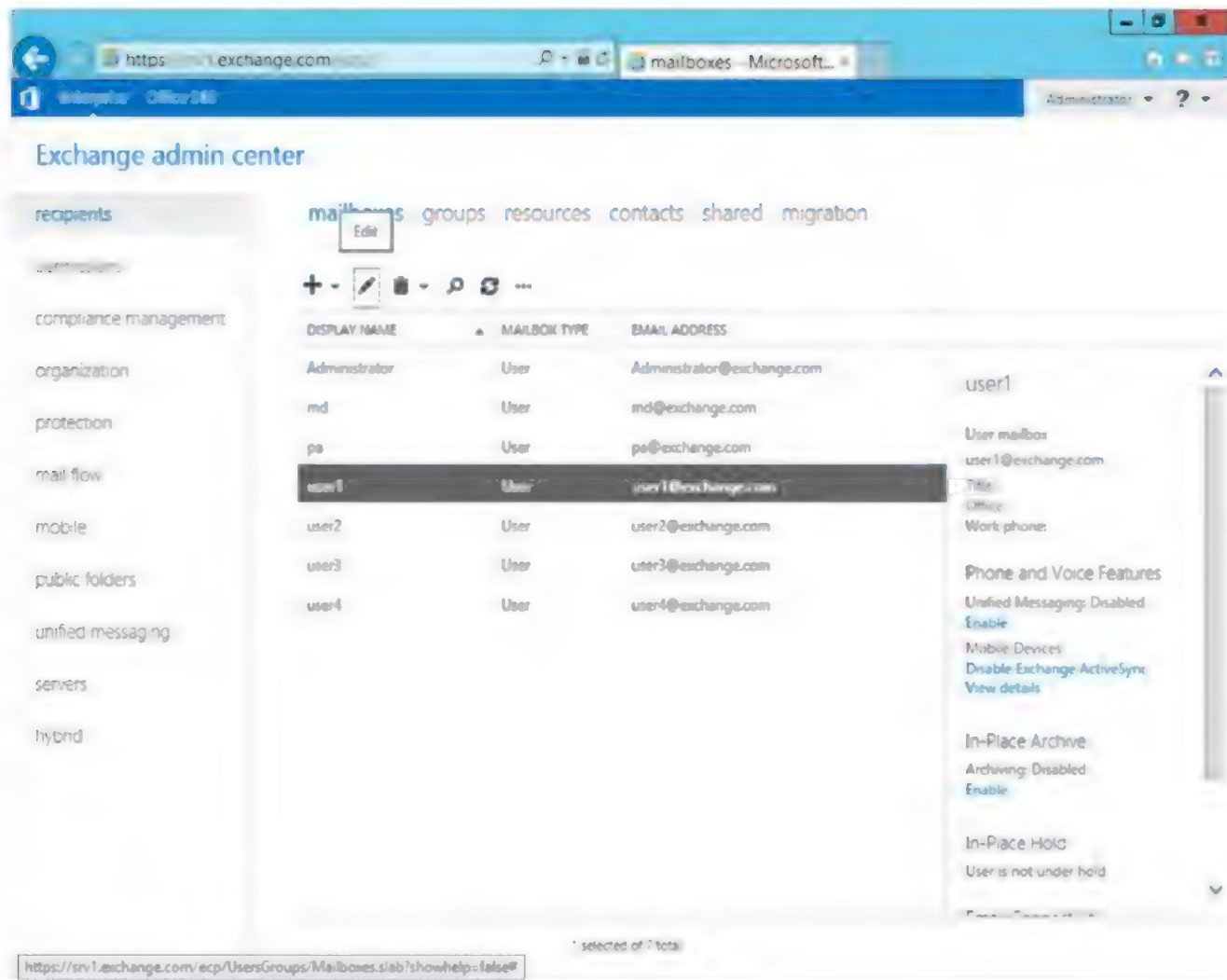
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



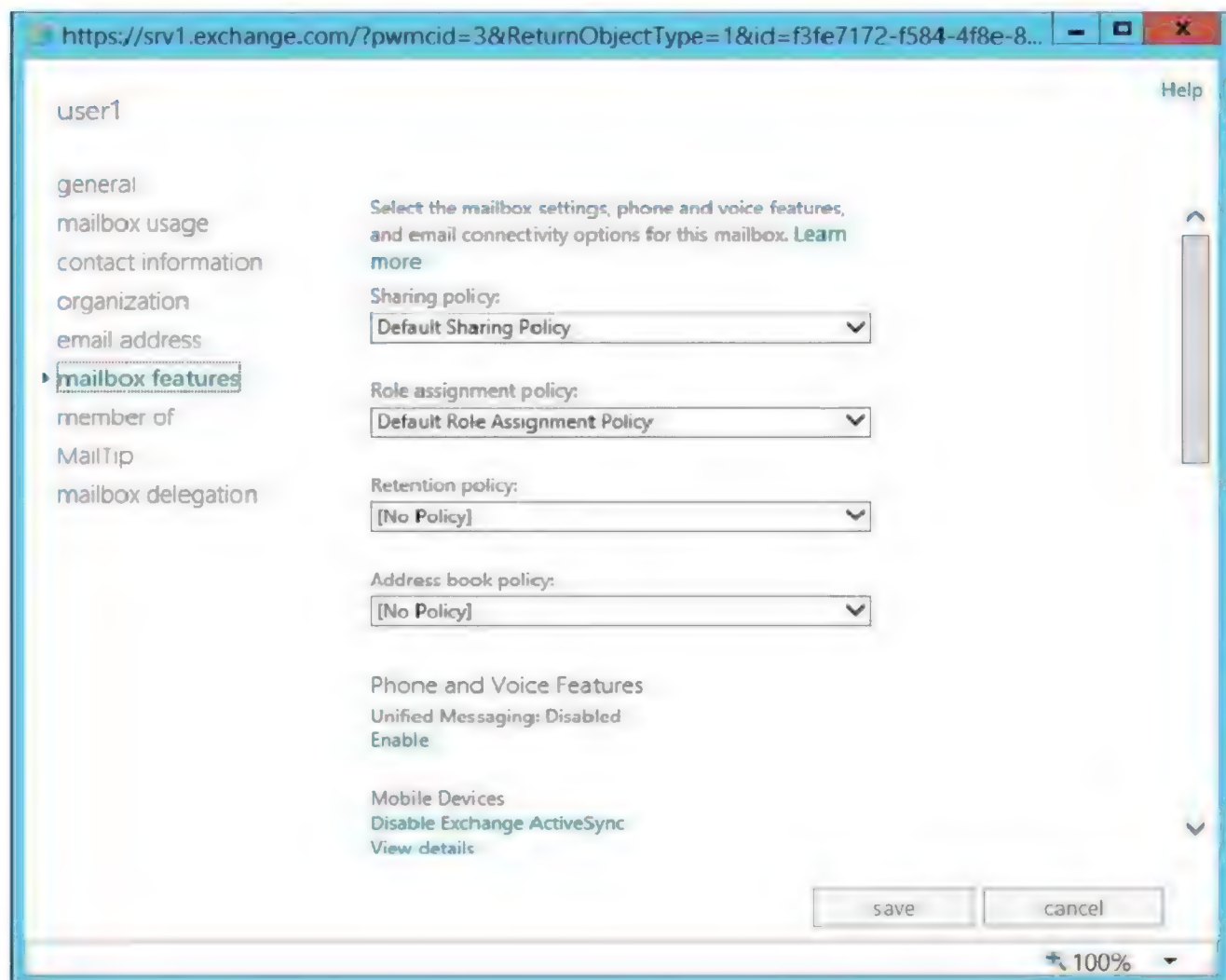
- Enter **User Name and Password**→click **sign in**



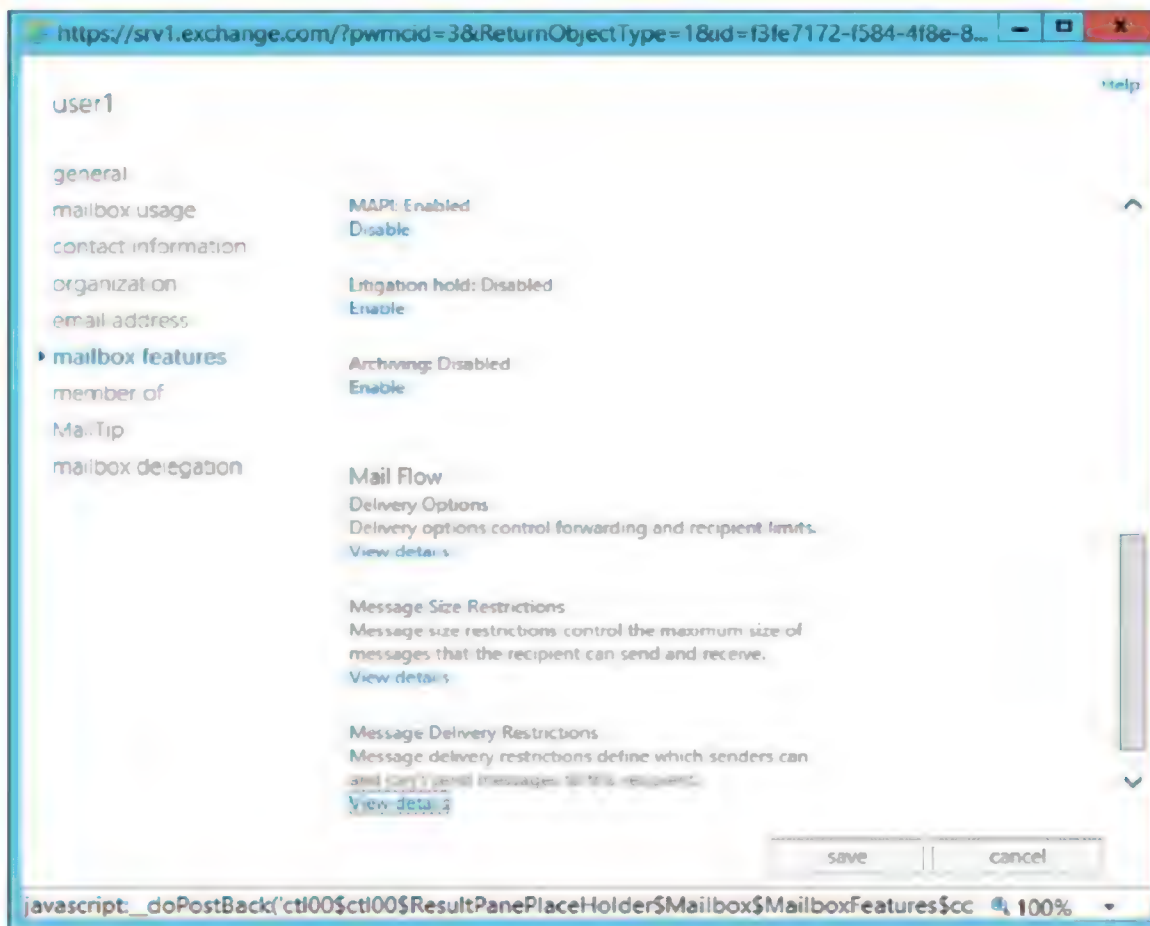
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: **user1**)→select **Edit** tab



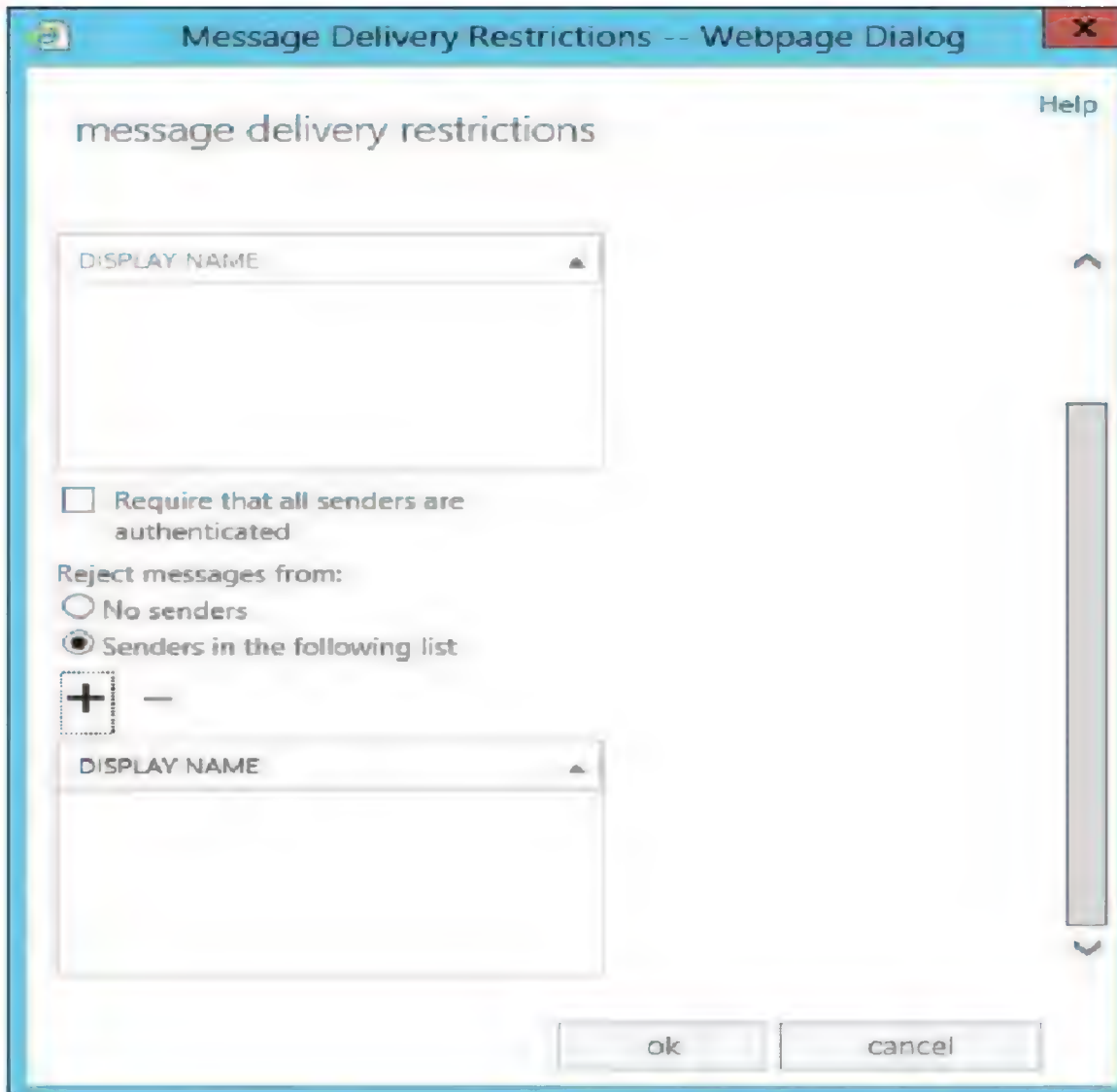
- Select **Mailbox Features**→scroll down



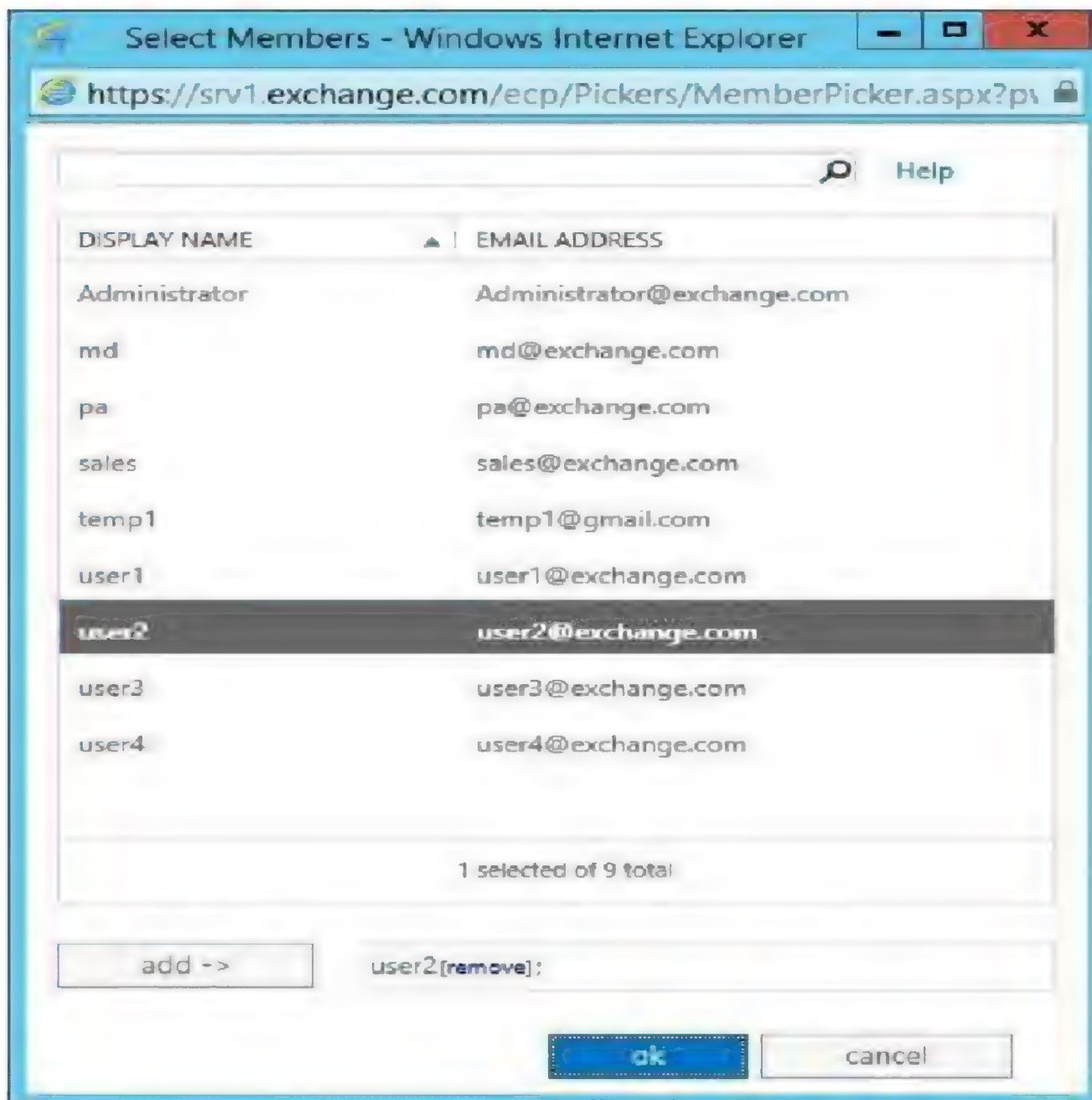
- In **Message Delivery Restriction** select **View Details**



- In **Reject messages from**, select **Senders in the following list**→click **Add (+)**



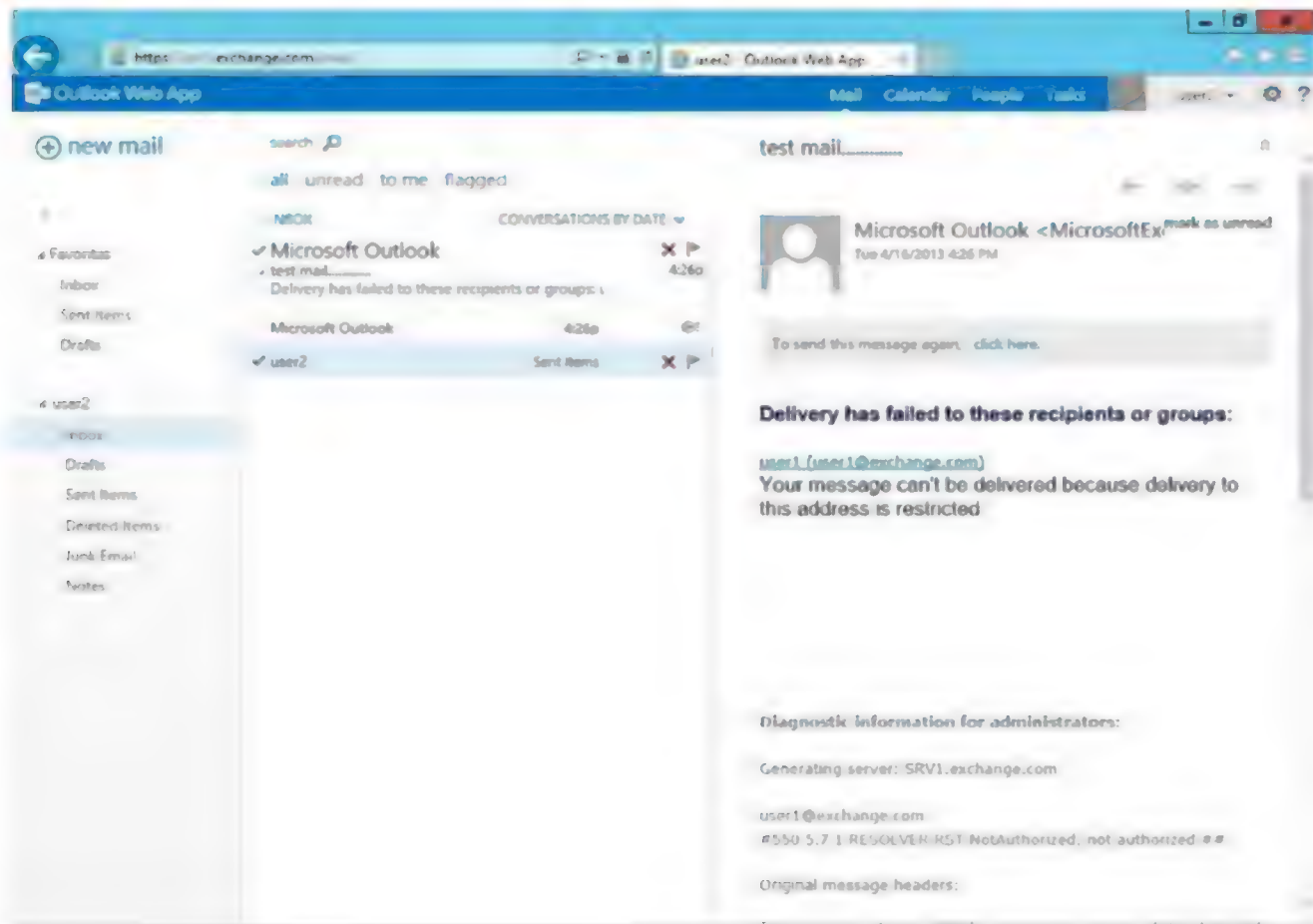
- Select the user (Ex: User2)→click **Add**→Click **Ok**→



- Click **Ok**→Click **Save**

Verification:

- Login as user (Ex:User-2) and send message to **User1**, and verify for **Undeliverable Message**



Lab – 10: Applying Message Size Restriction on the User

Objective:

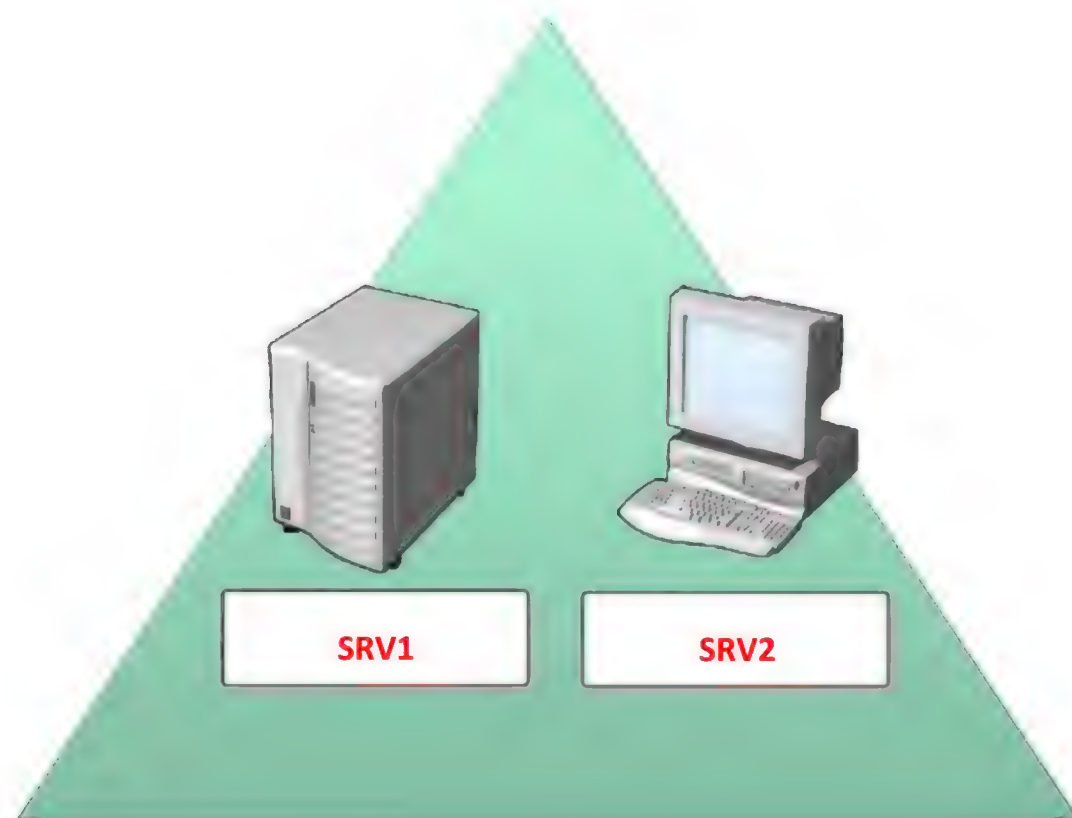
To define message size limits for sending and receiving email.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

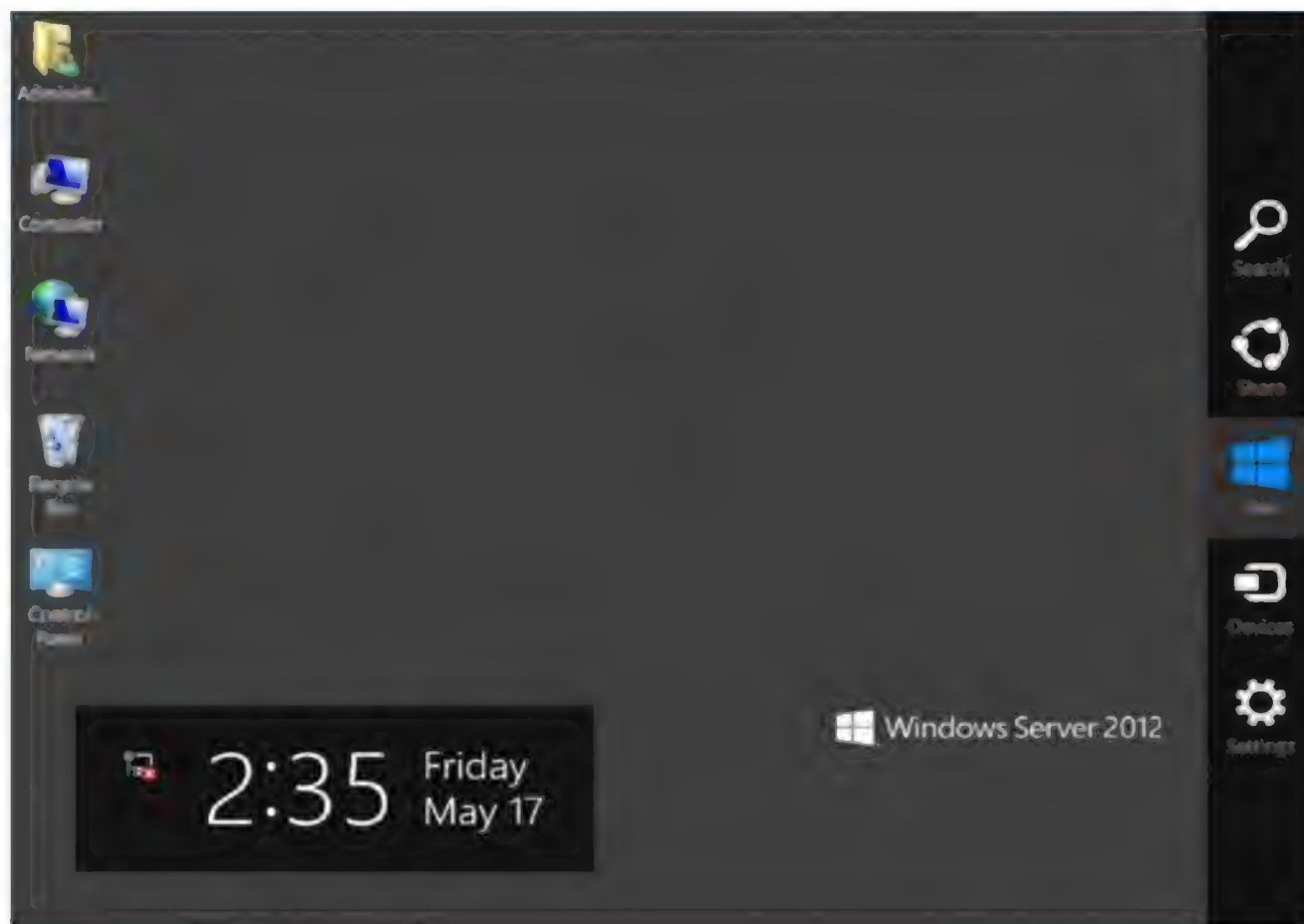
SRV2

Client

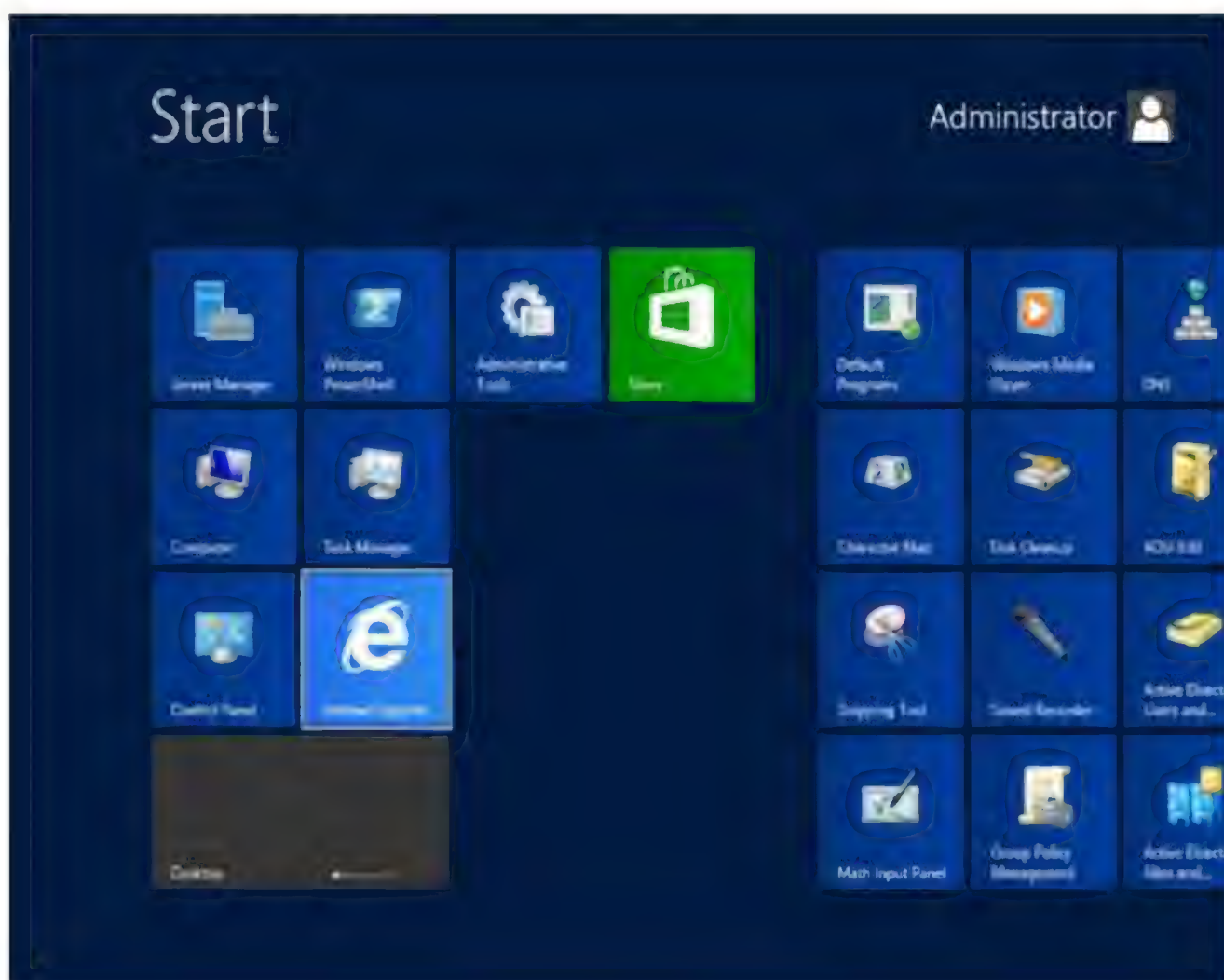
IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



- **Start**



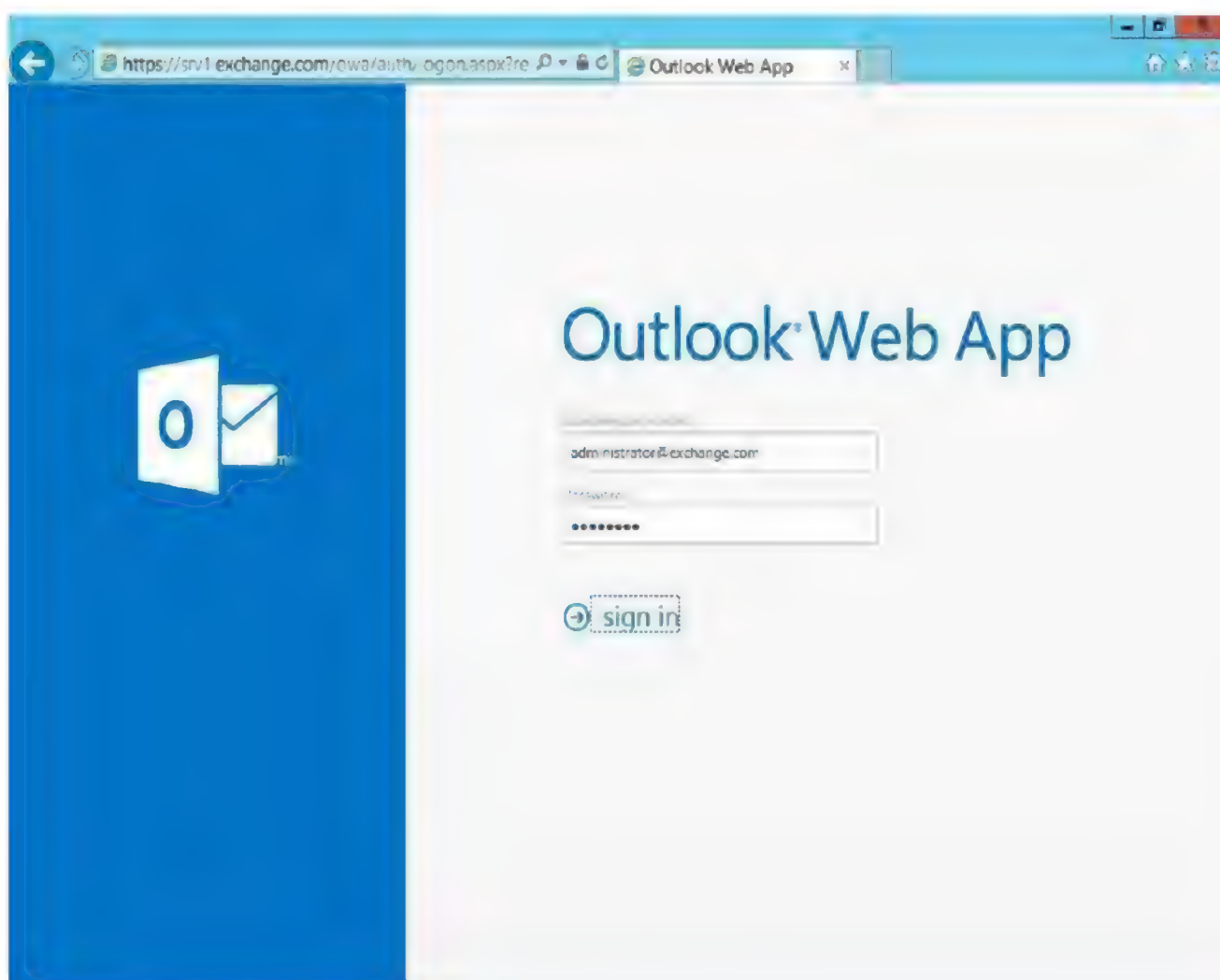
- **Open Internet Explorer**



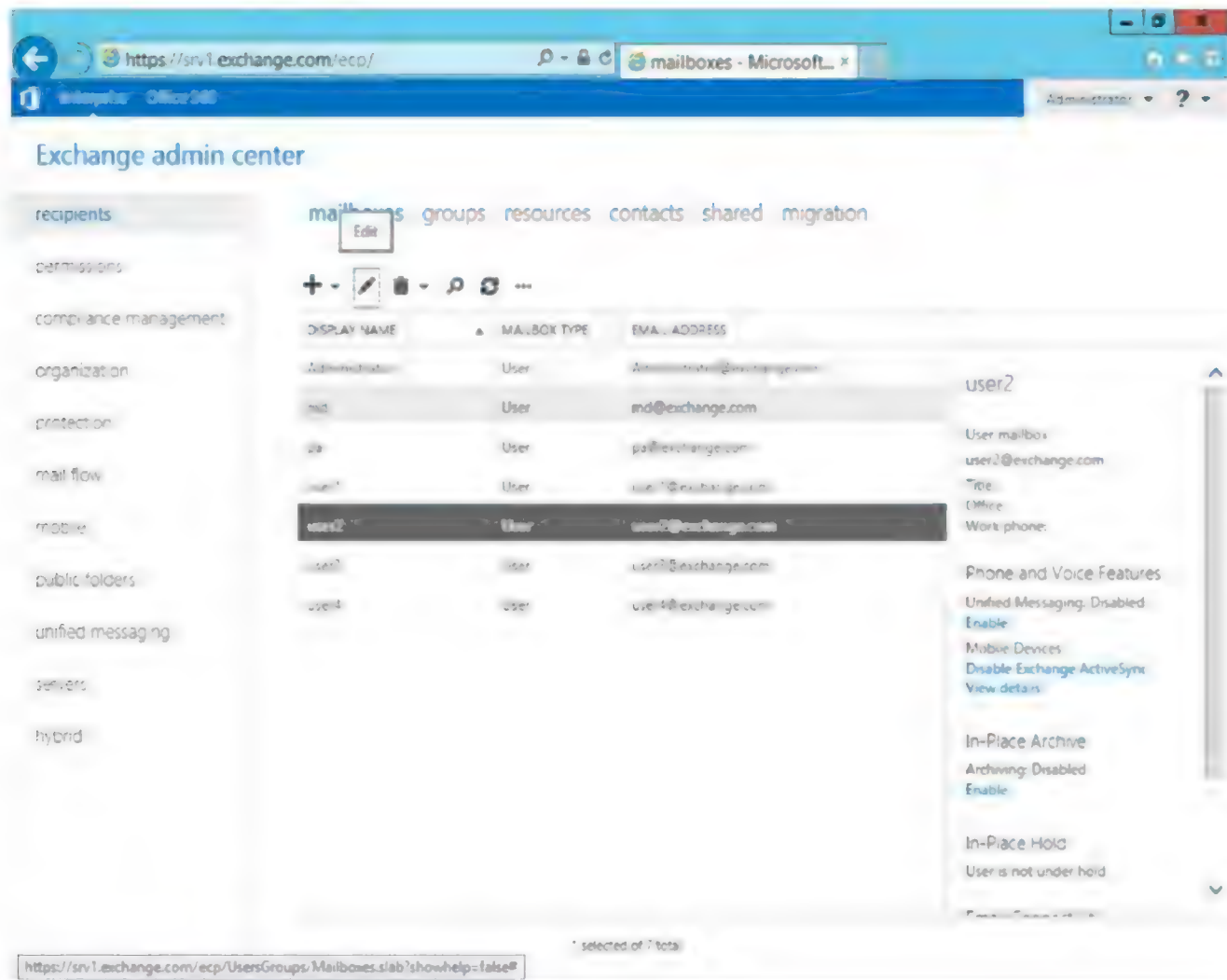
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



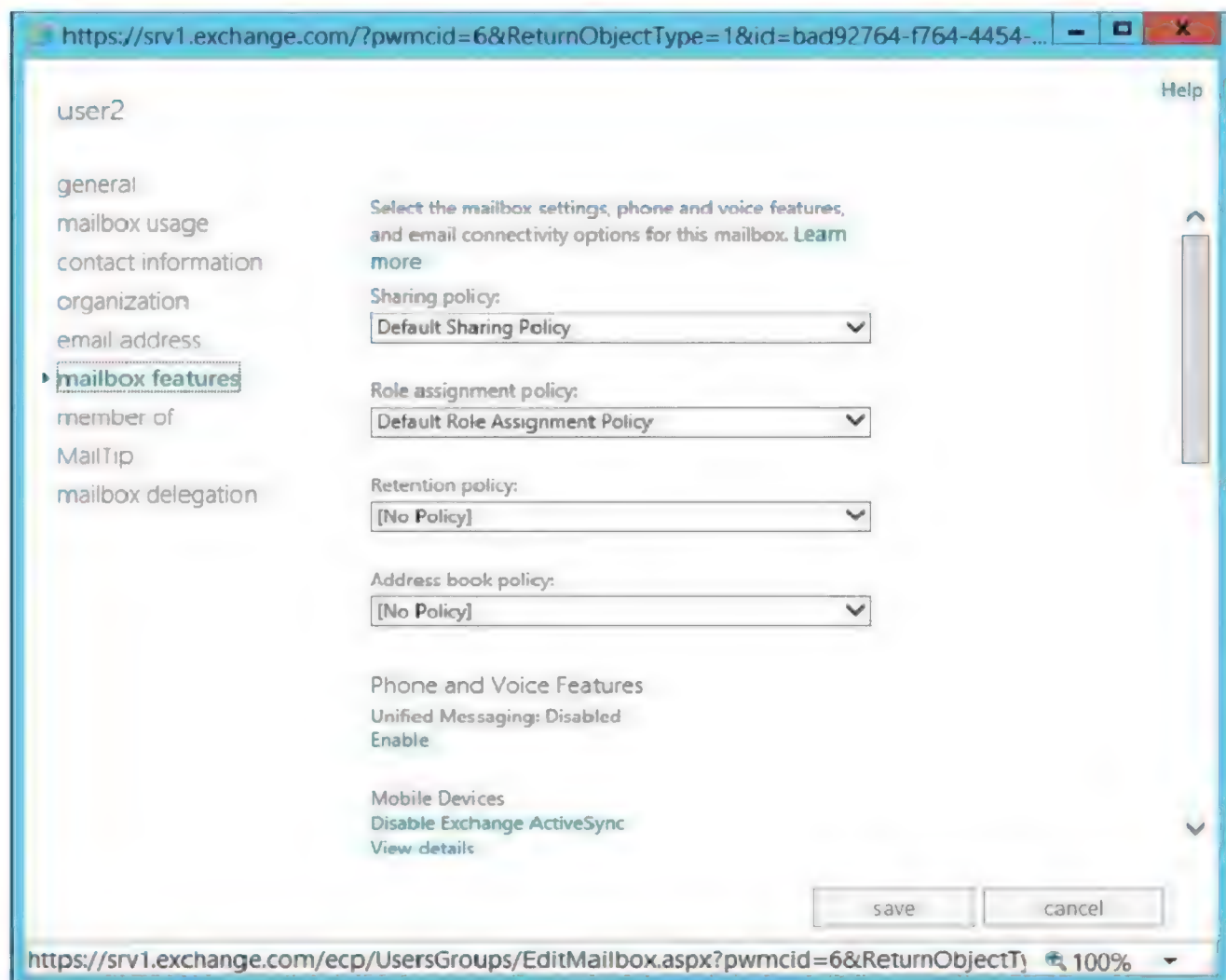
- Enter **User Name and Password**→click **sign in**



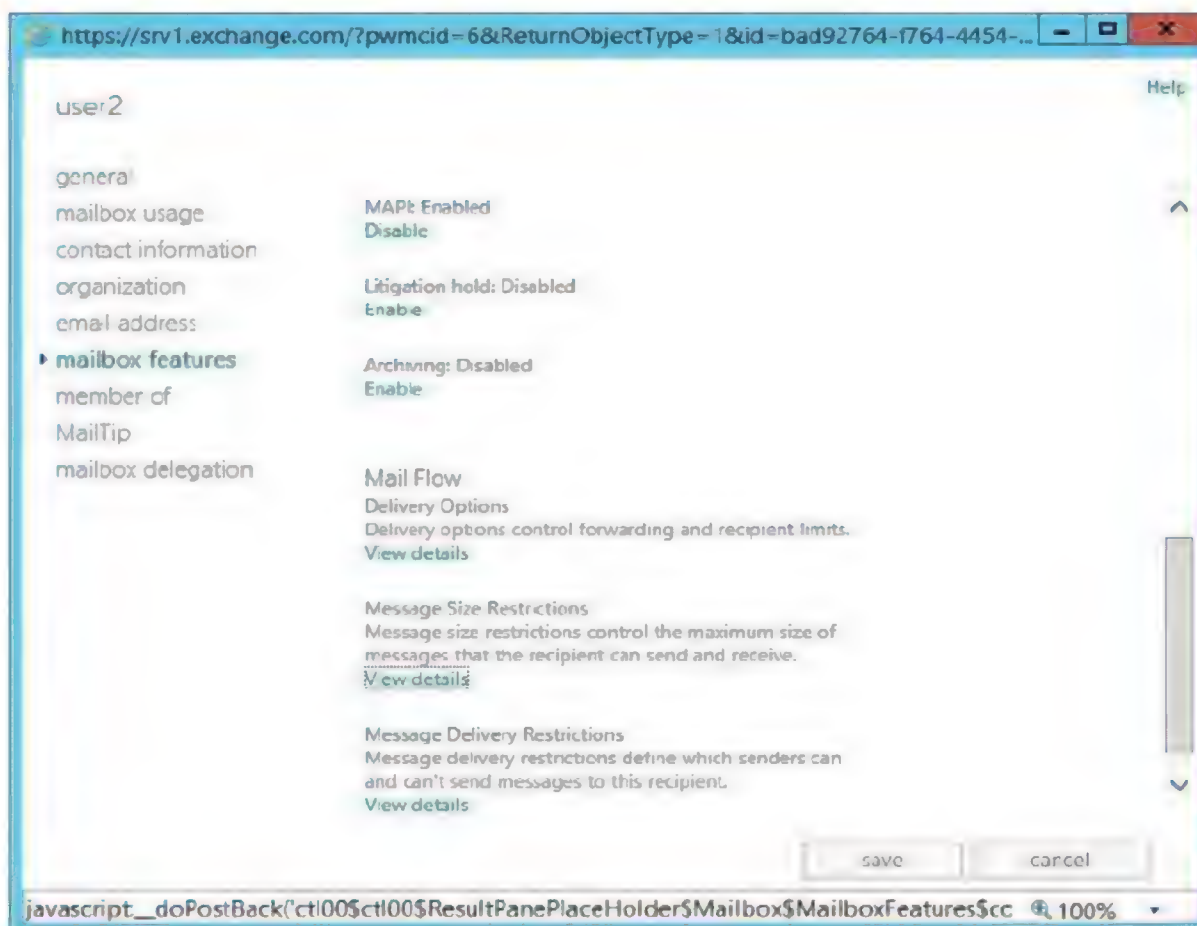
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: user2)→select **Edit** tab



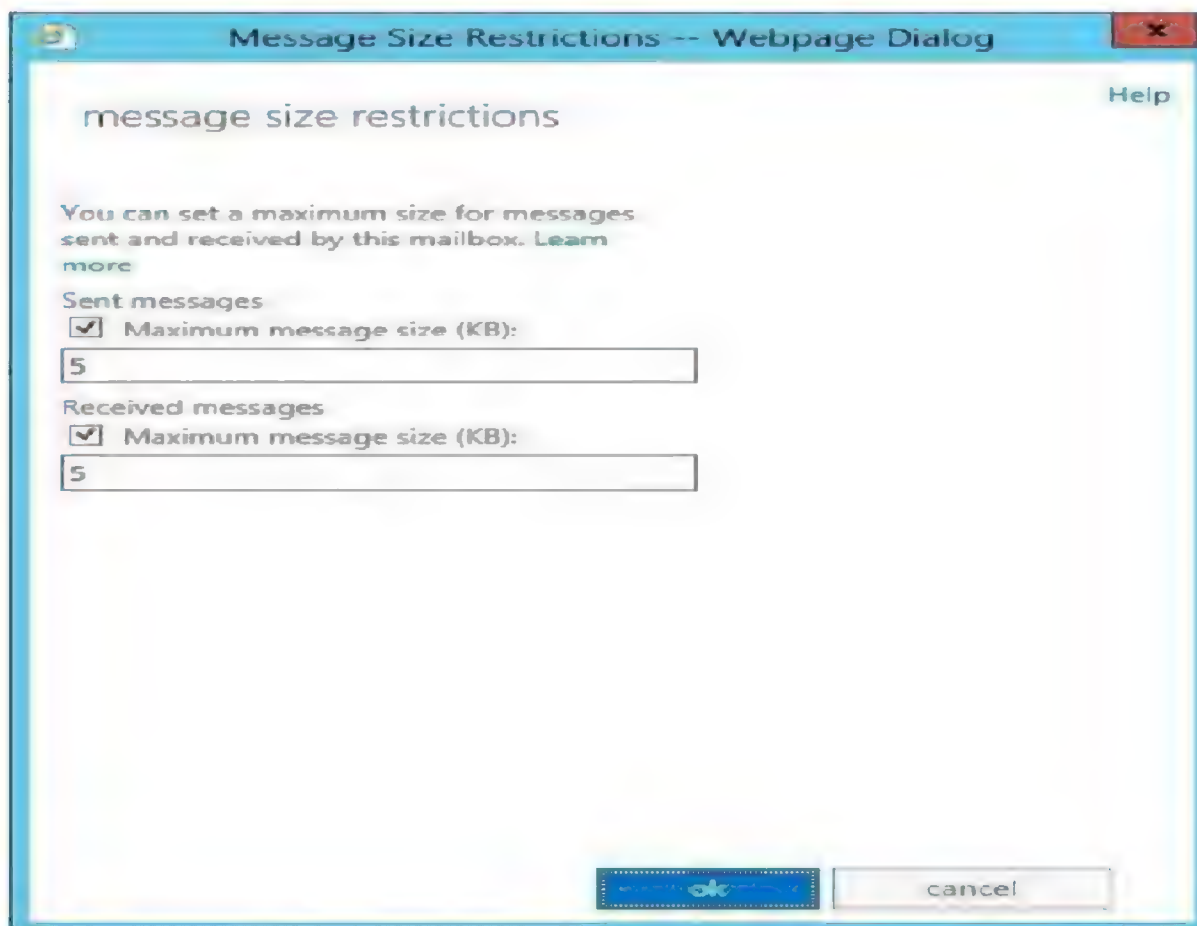
- Select **Mailbox Features**→scroll down



- In **Message Size Restrictions**→click **View Details**



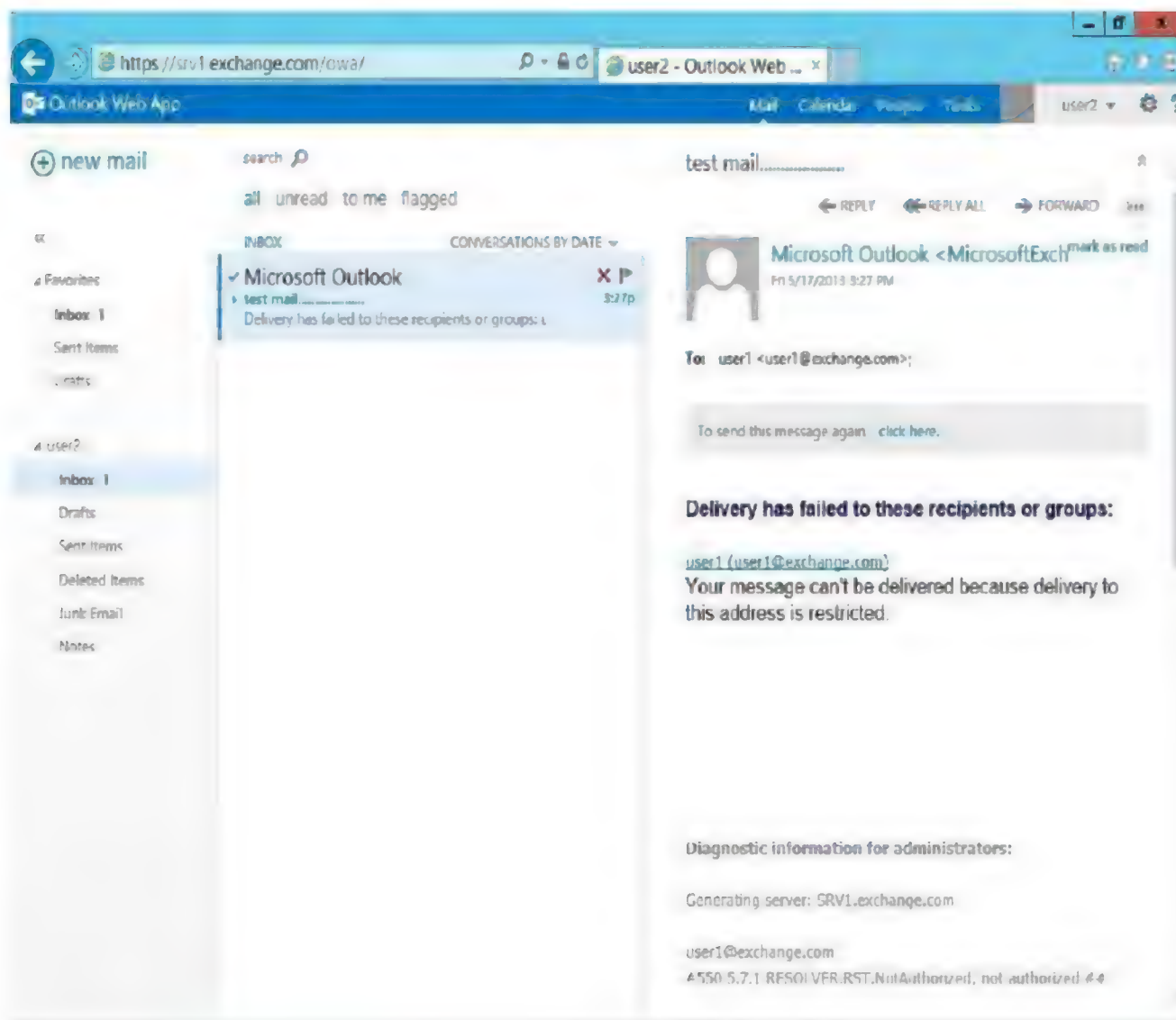
- Assign **Sending** and **Receiving** message size limits in **KB's**→click **Ok**



- Click **Save**

Verification:

- Log in as **User2** and try to send more than the limit (**Ex: 5 KB**) and verify **Undeliverable Message** for the reason- the message exceeds Max message size limit.



Lab – 11: Granting Send on Behalf Permission

Objective:

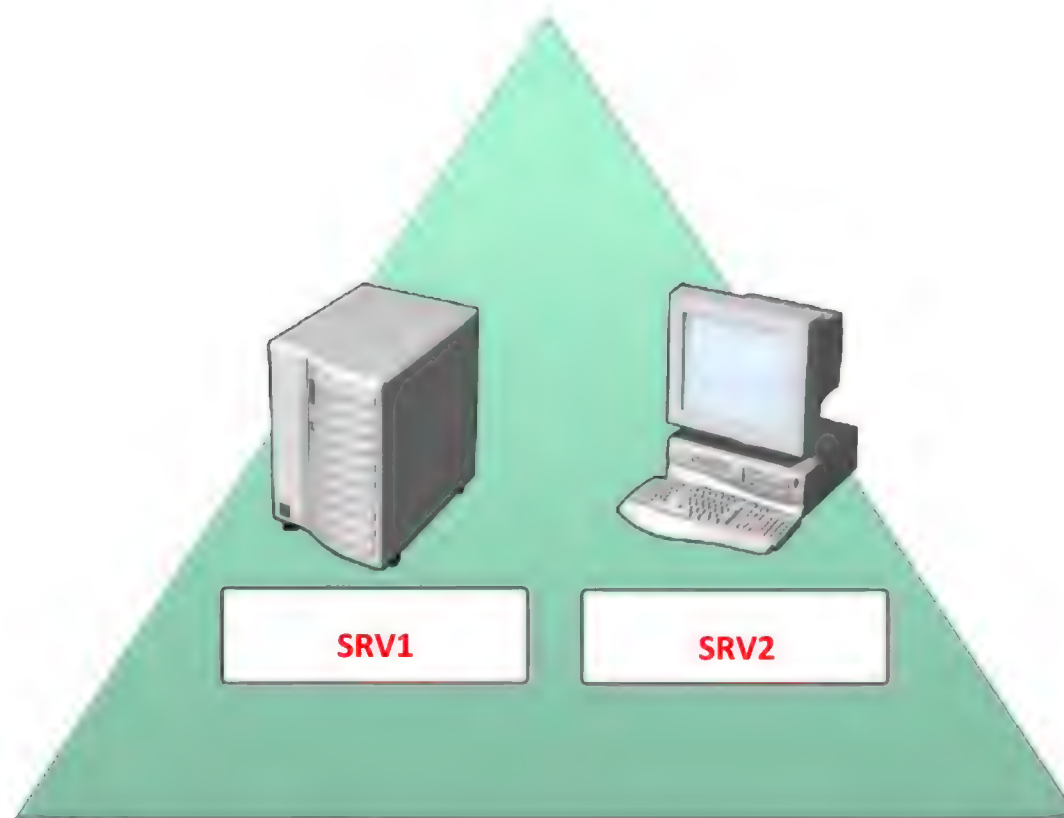
To provide Send on Behalf permission for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

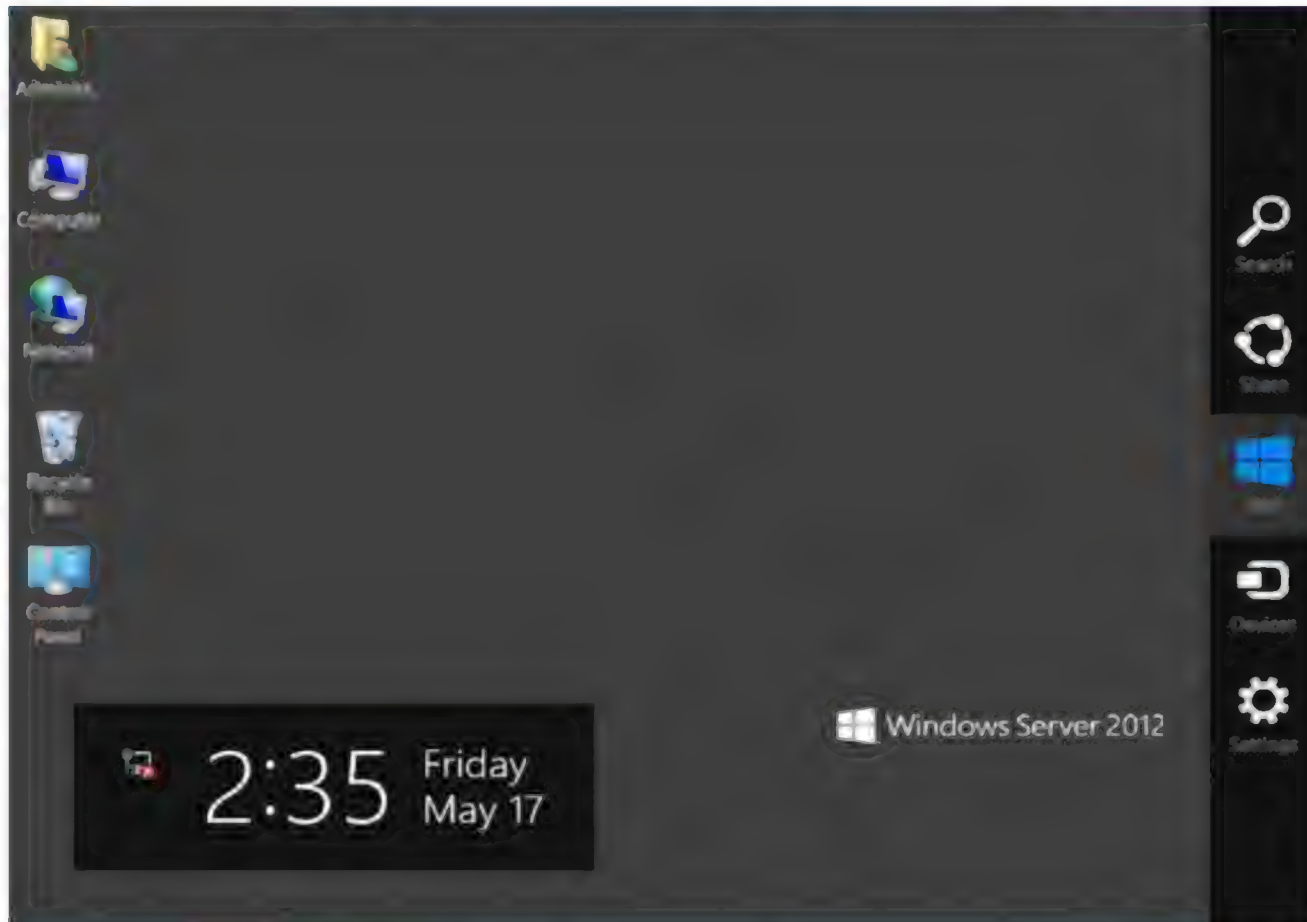
Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

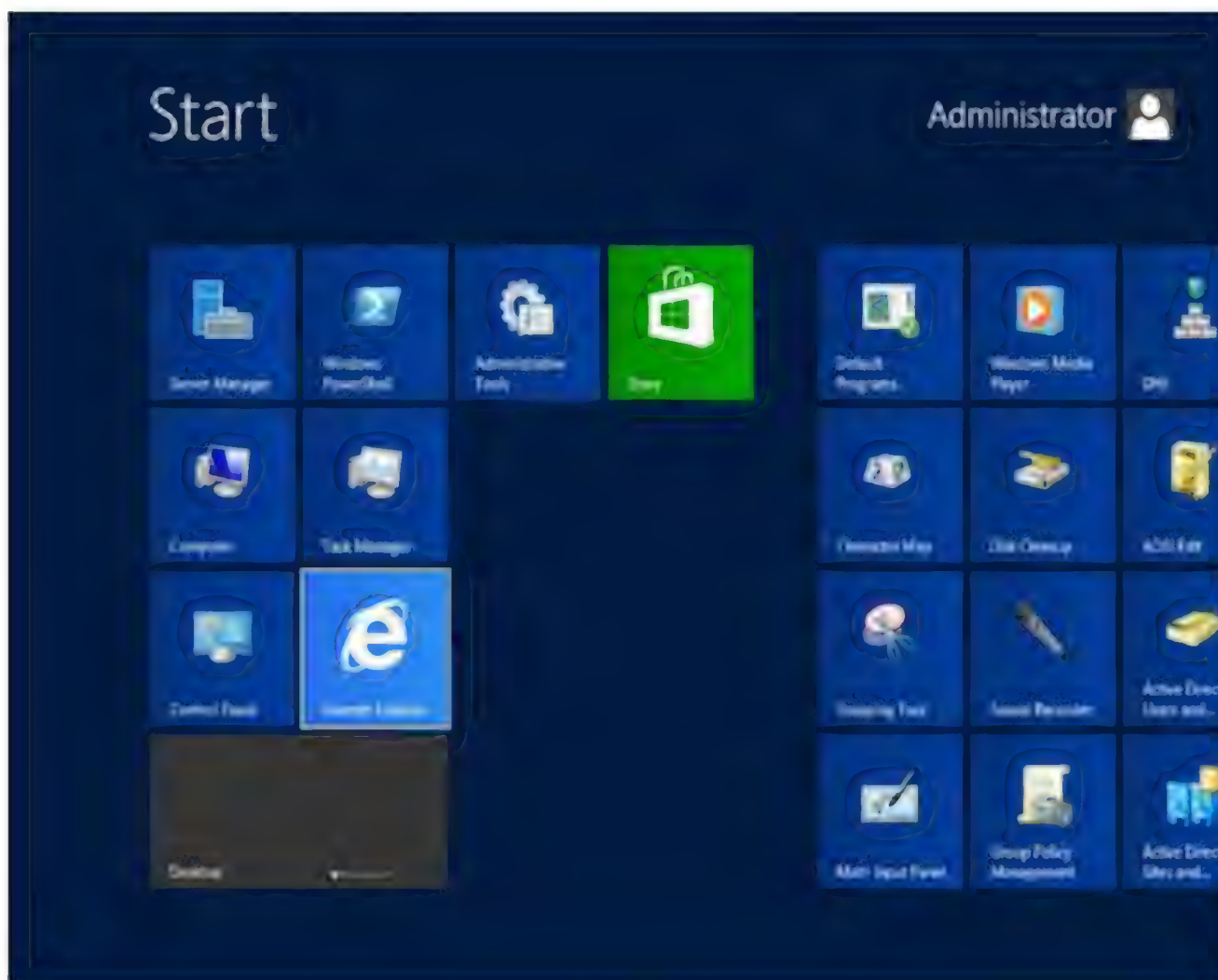


Steps:

- **Start**



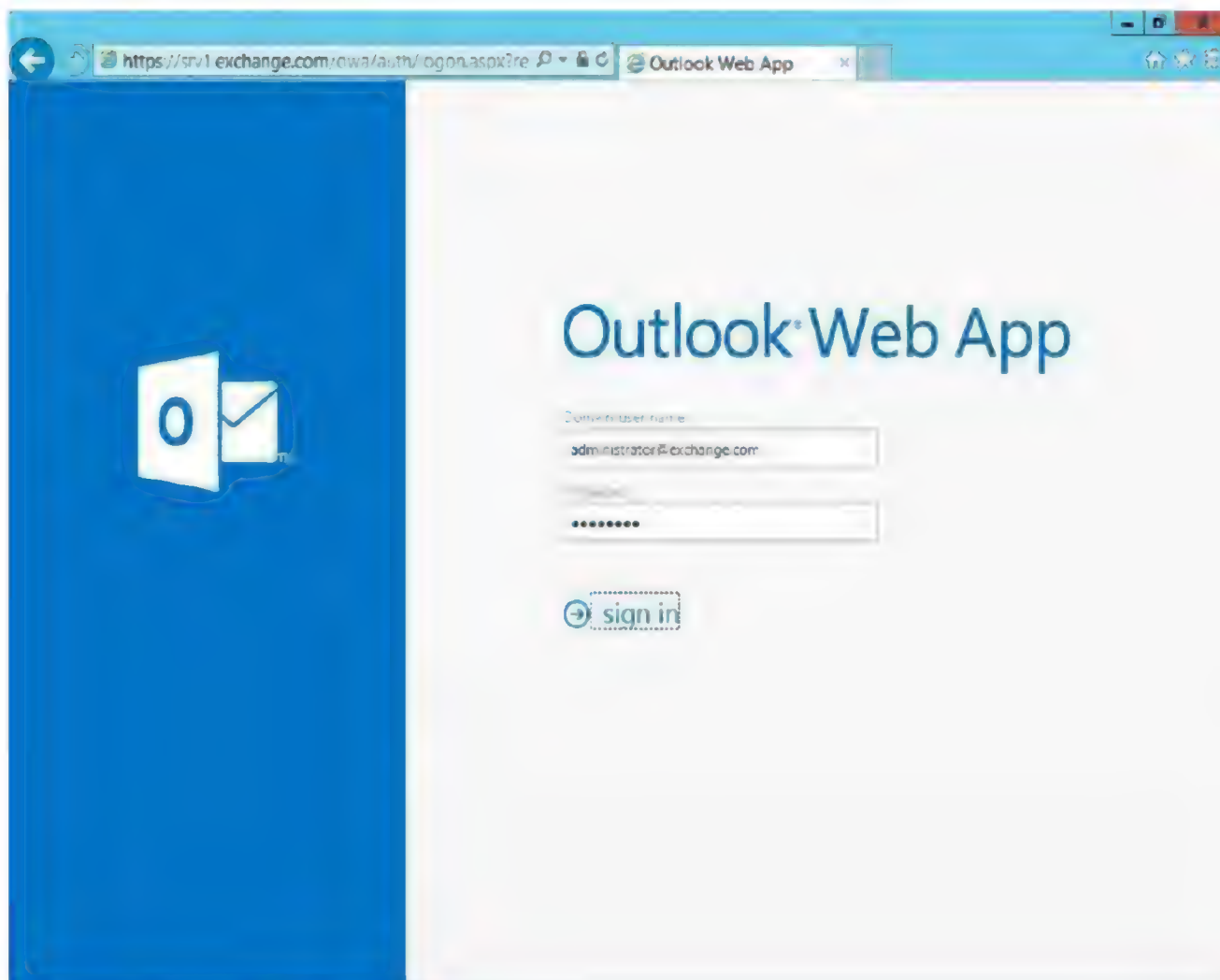
- **Open Internet Explorer**



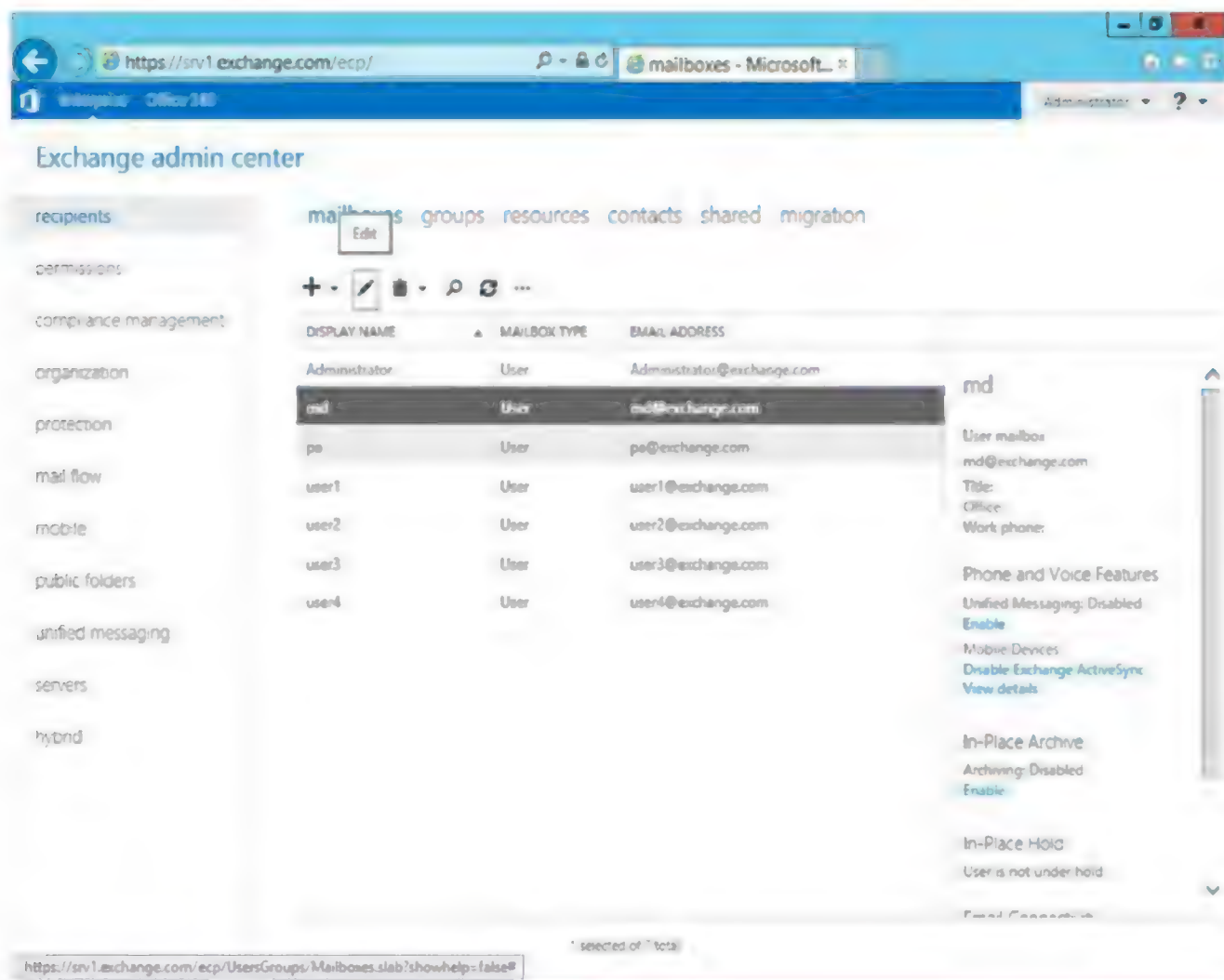
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



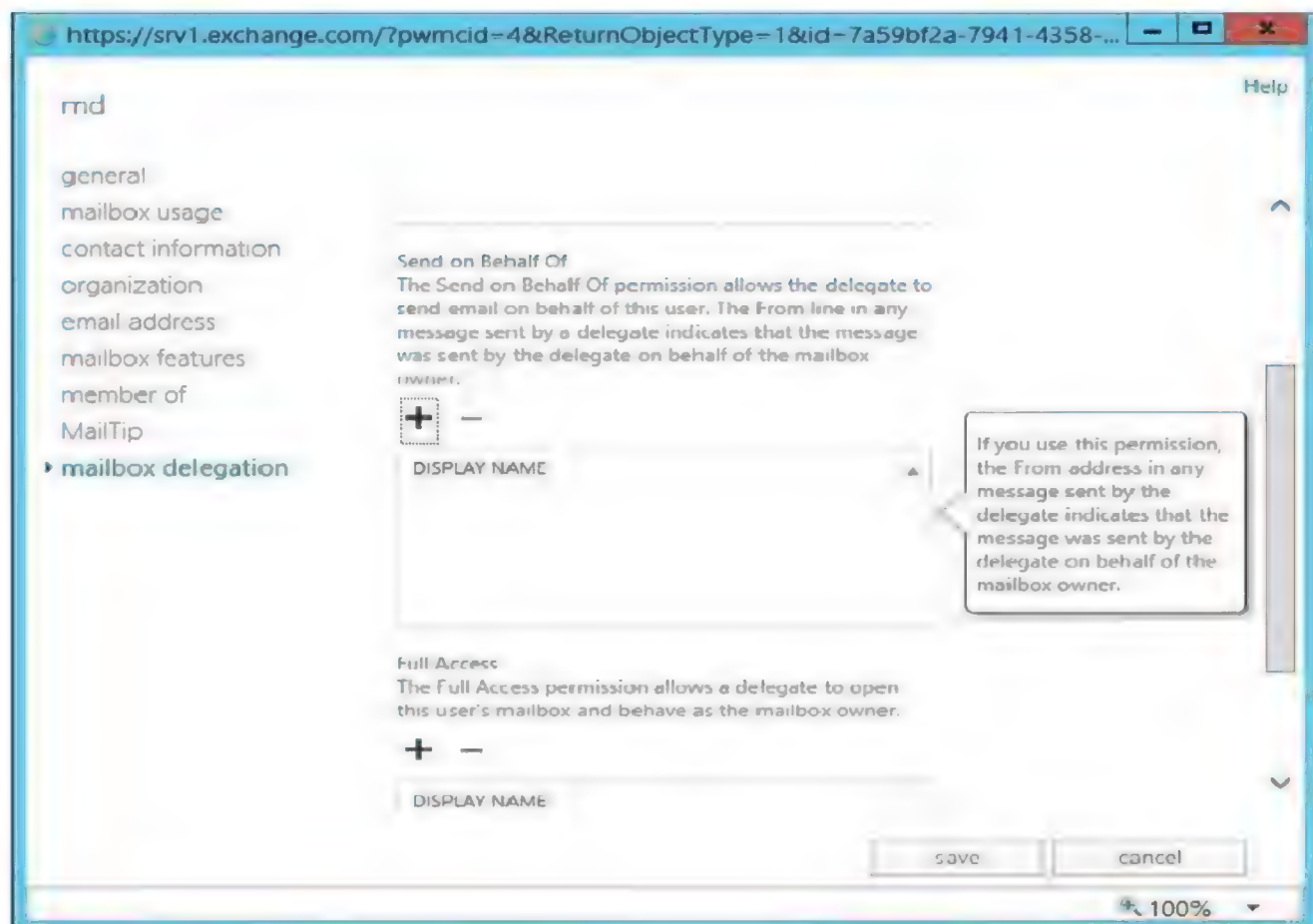
- Enter **User Name and Password**→click **sign in**



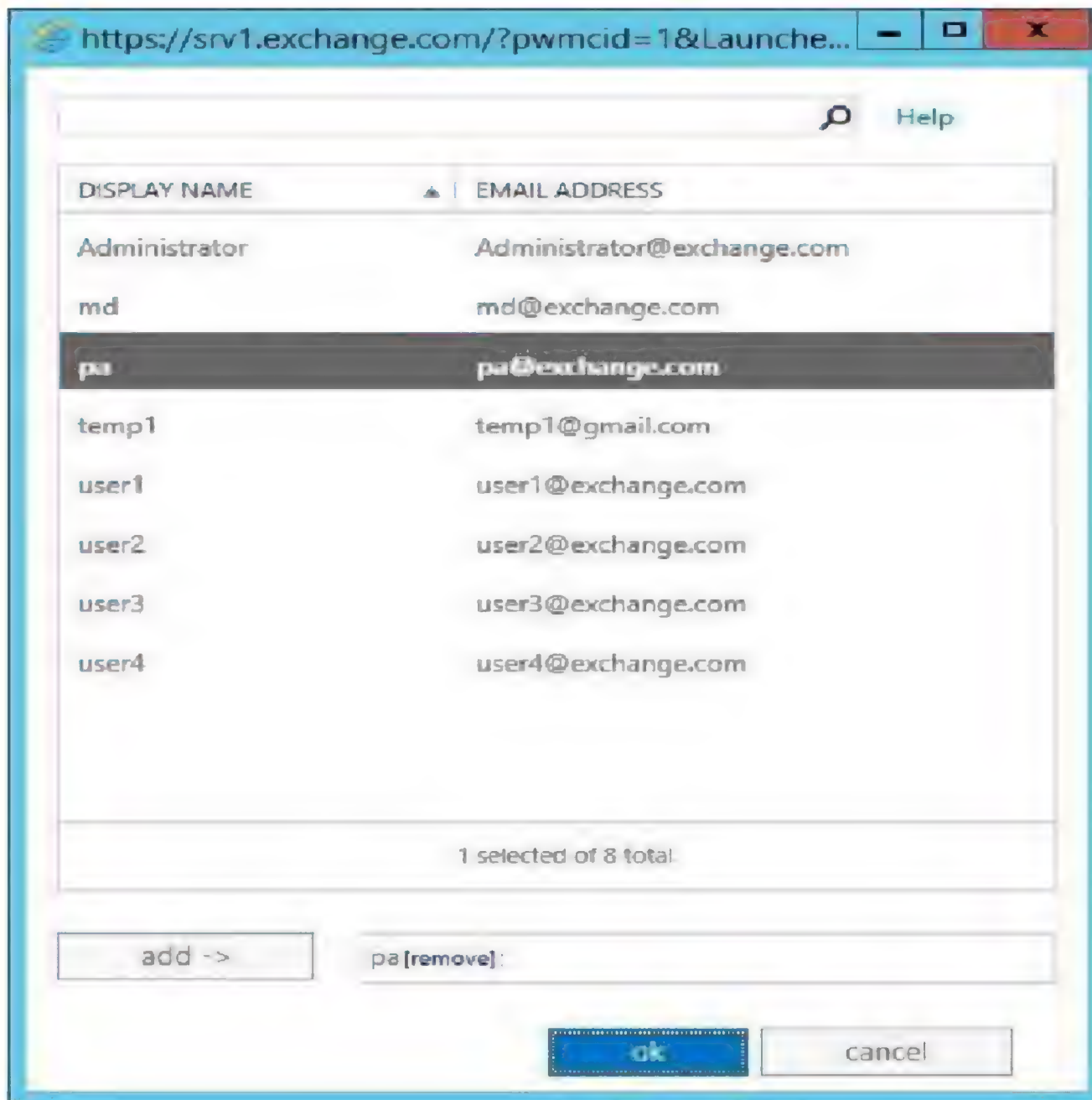
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: MD)→select **Edit** tab



- Select **Mailbox Delegation**→in **Send on Behalf**→click **Add (+)**



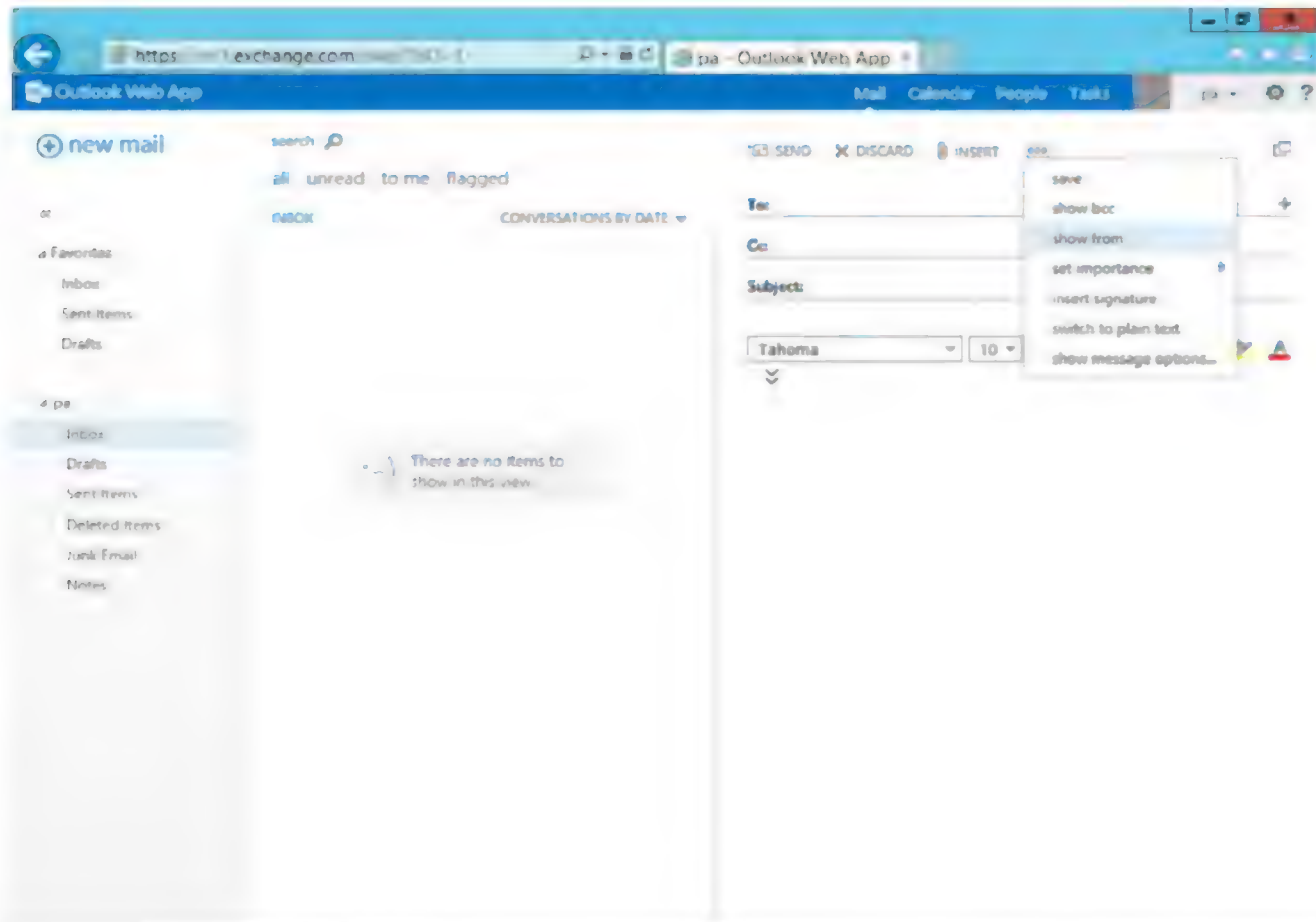
- Select user (**Ex: PA**)→click **Add**→click **OK**



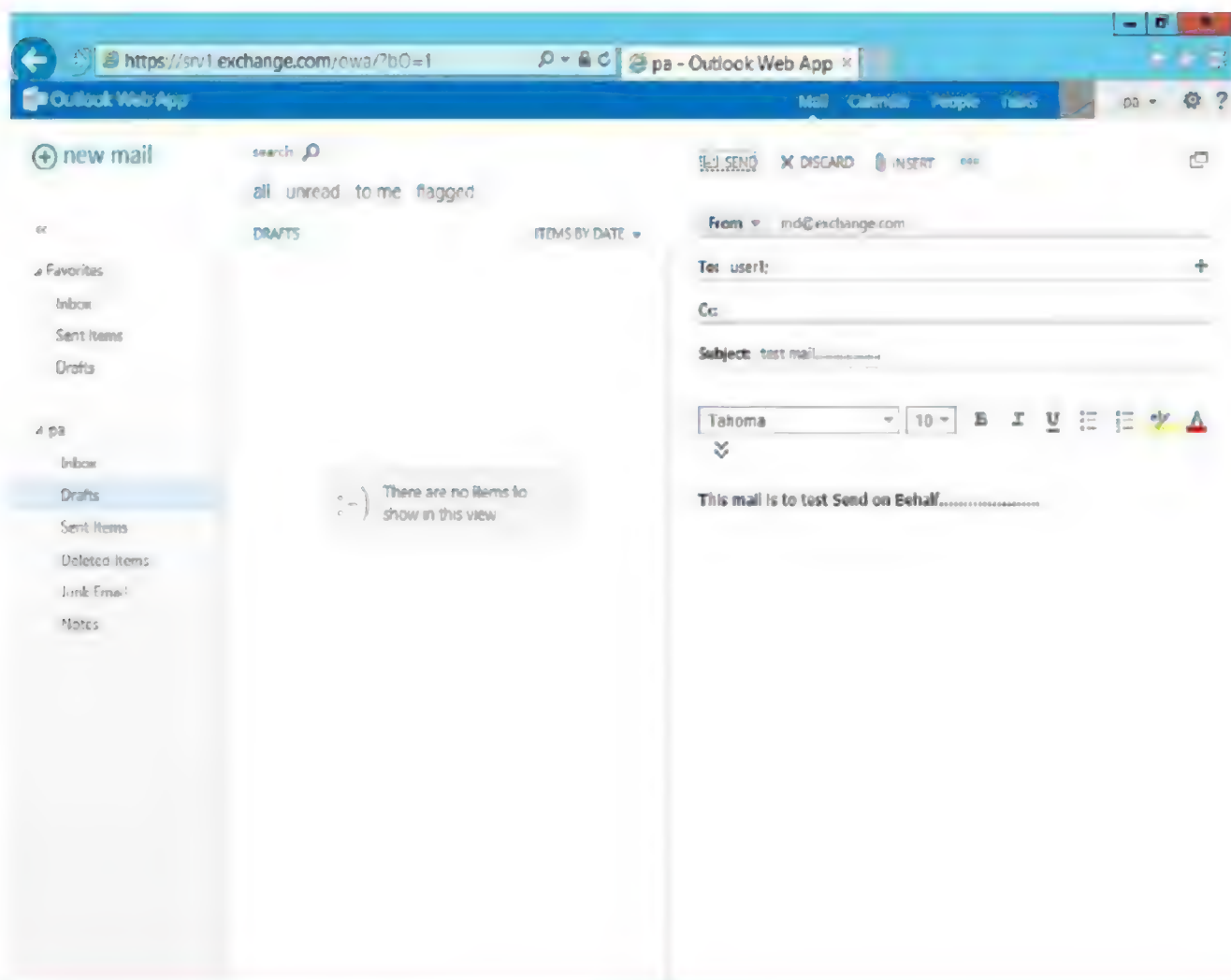
- Click **Save**

Verification:

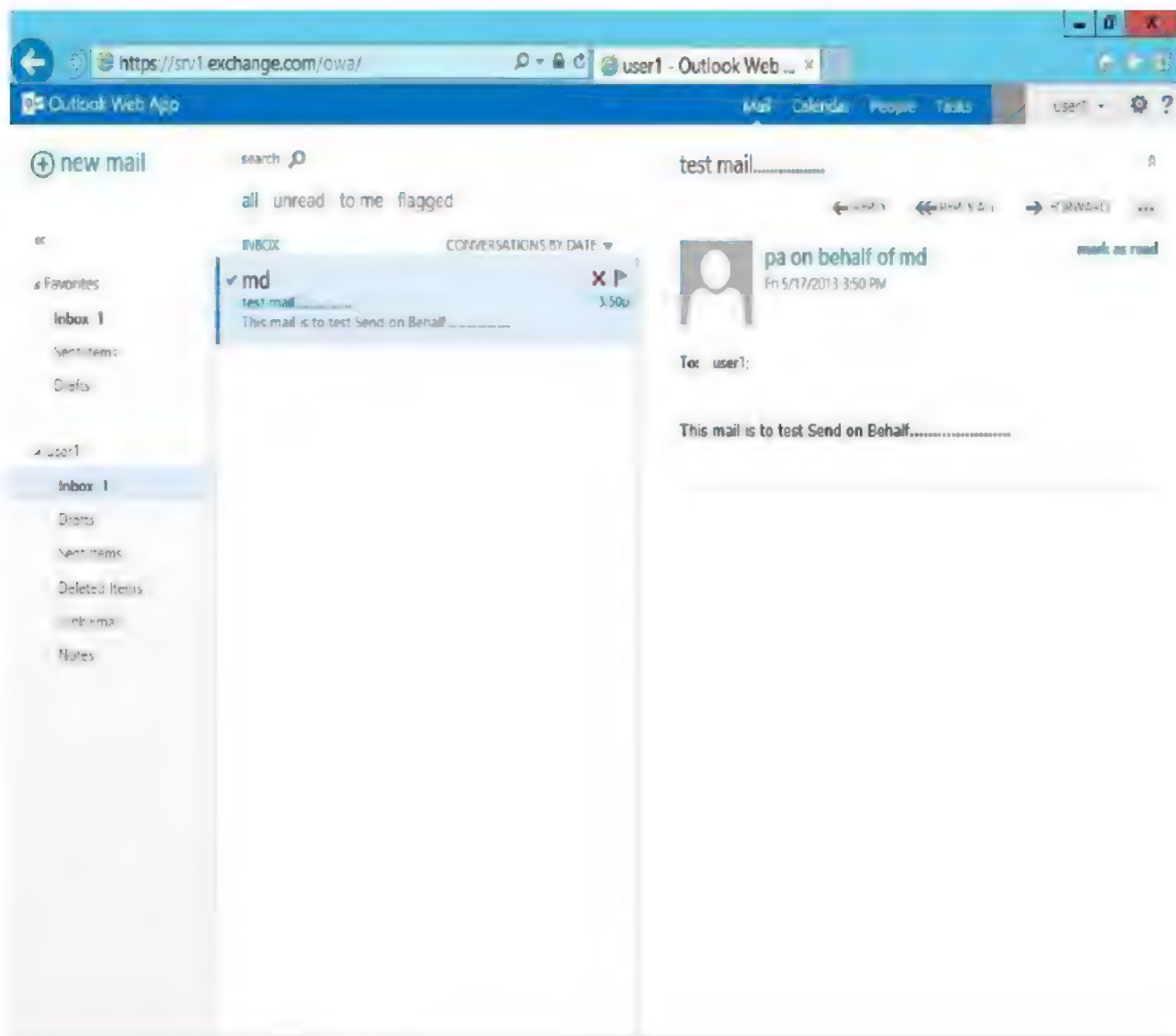
- Log in as **PA** → select **New mail** → select **Show From**



- Enter email id of **MD** (Ex: **md@exchange.com**) in **From** field → enter the user names in **To** field → click **Send**



- Verify for the message showing from **MD** but sent by **PA**.



Lab – 12: Applying Recipient Limits on a User

Objective:

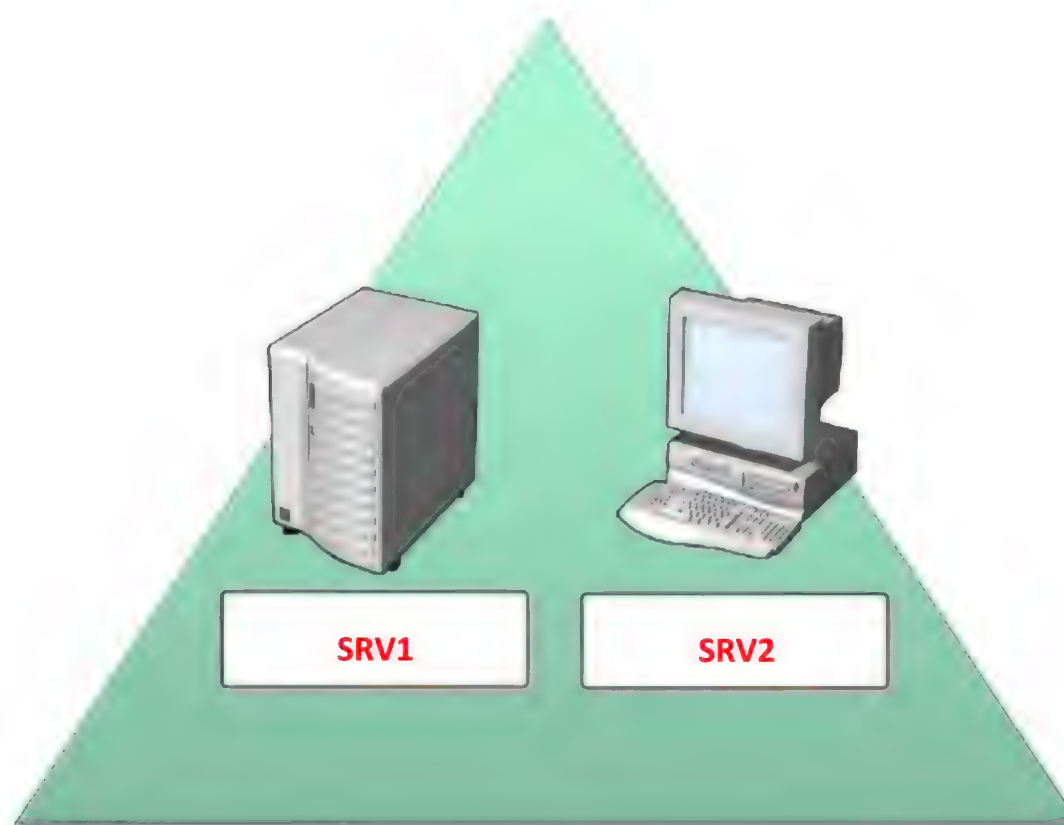
To restrict the number of recipients of a single email, for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

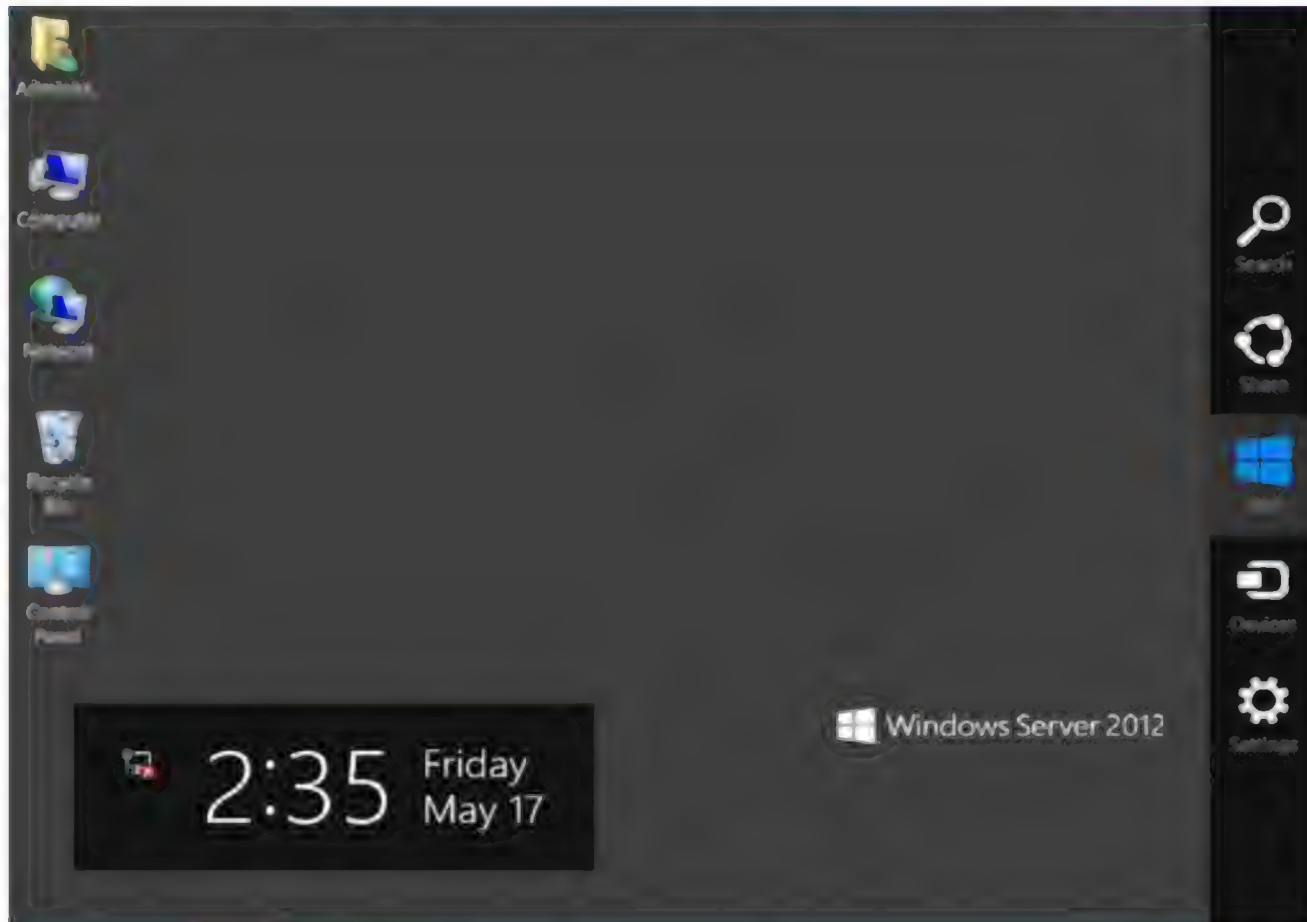
Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

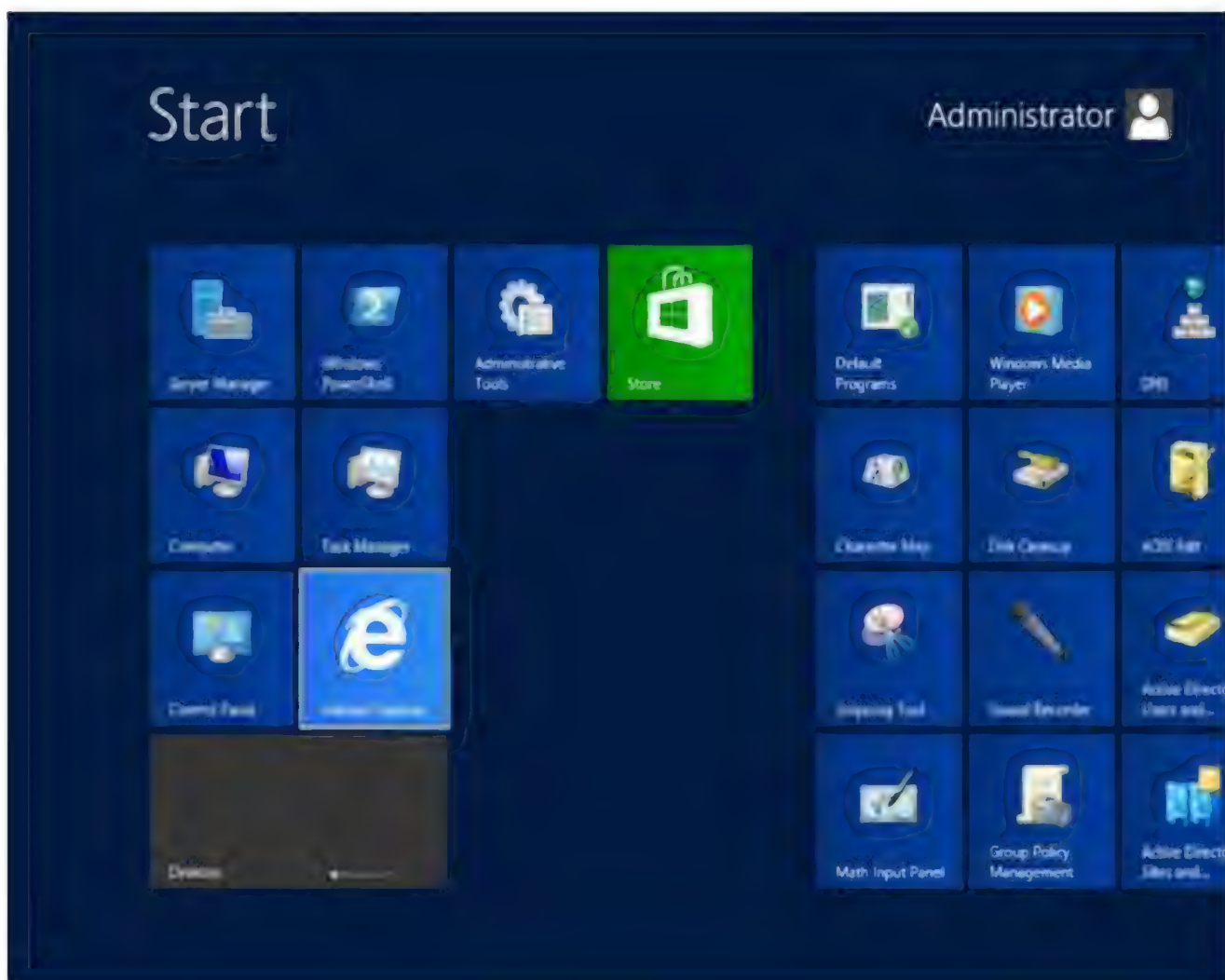


Steps:

- **Start**



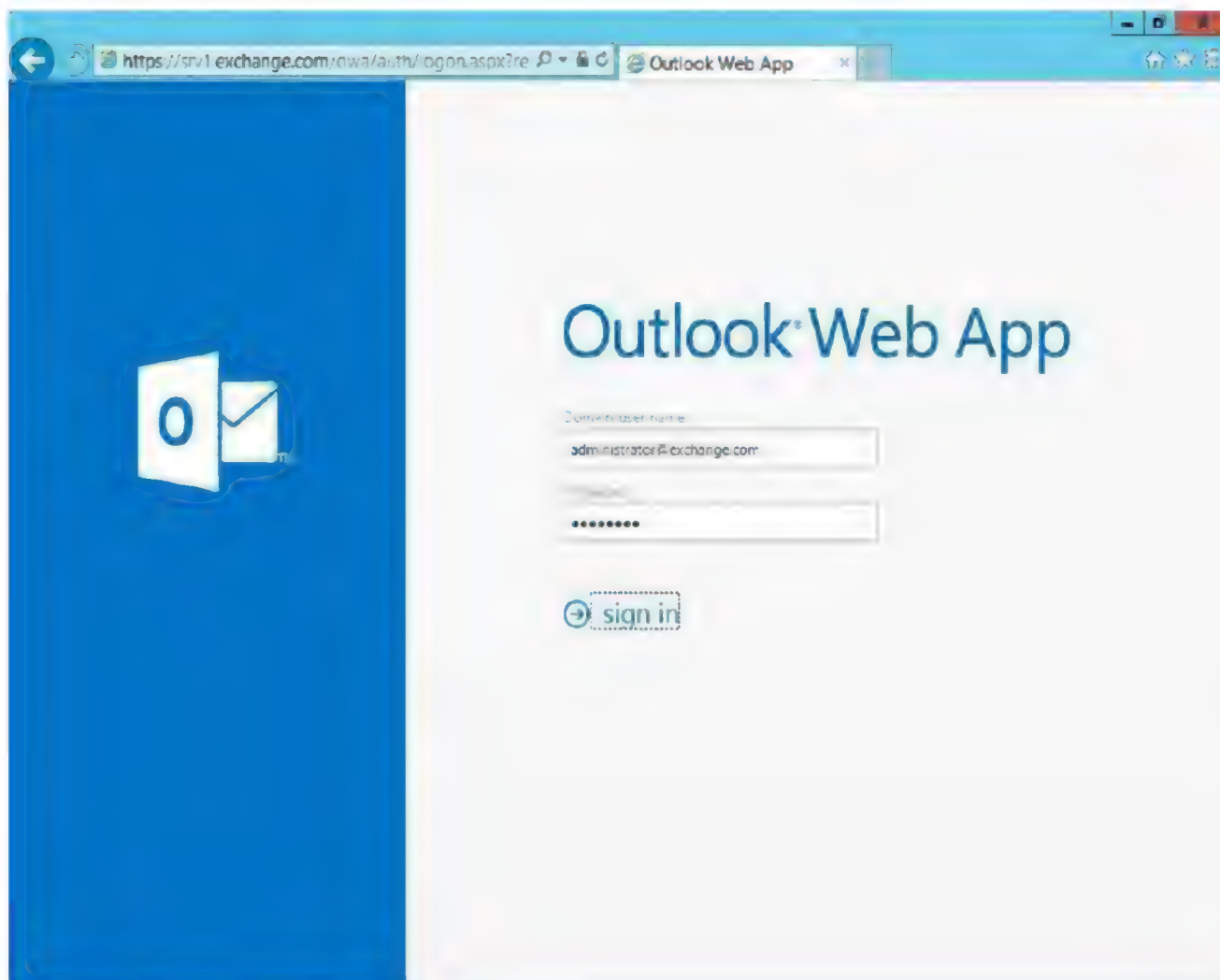
- **Open Internet Explorer**



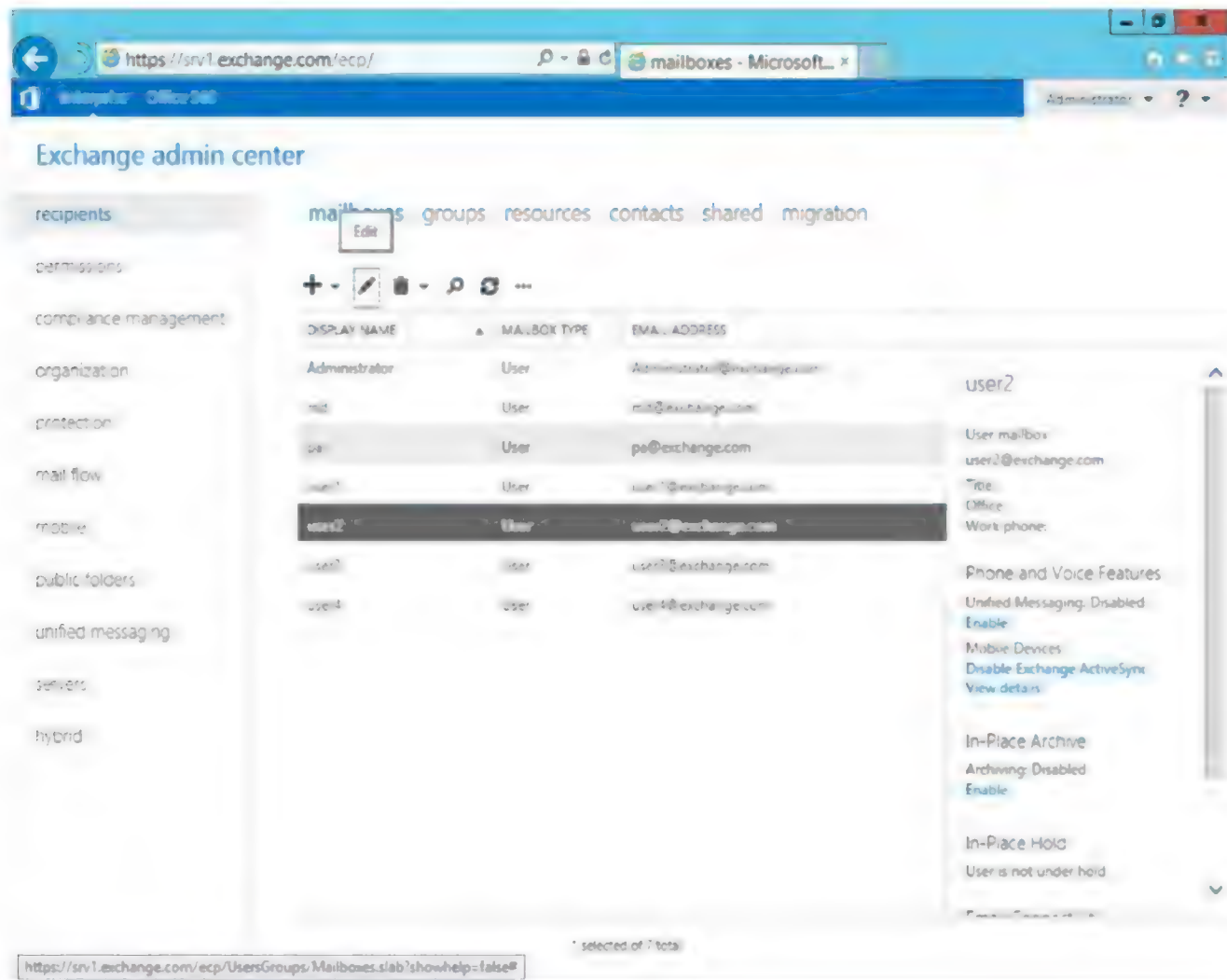
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



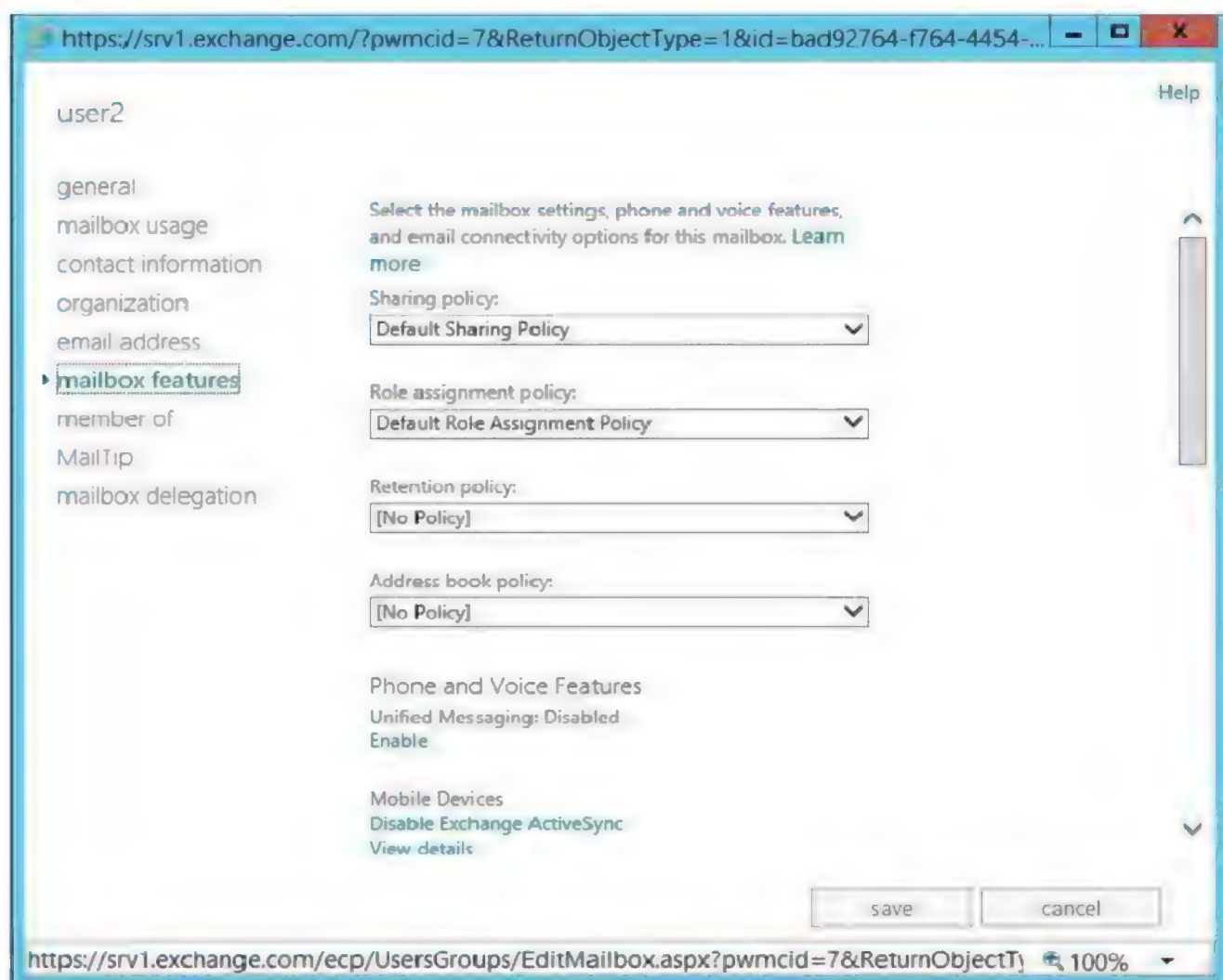
- Enter **User Name and Password**→click **sign in**



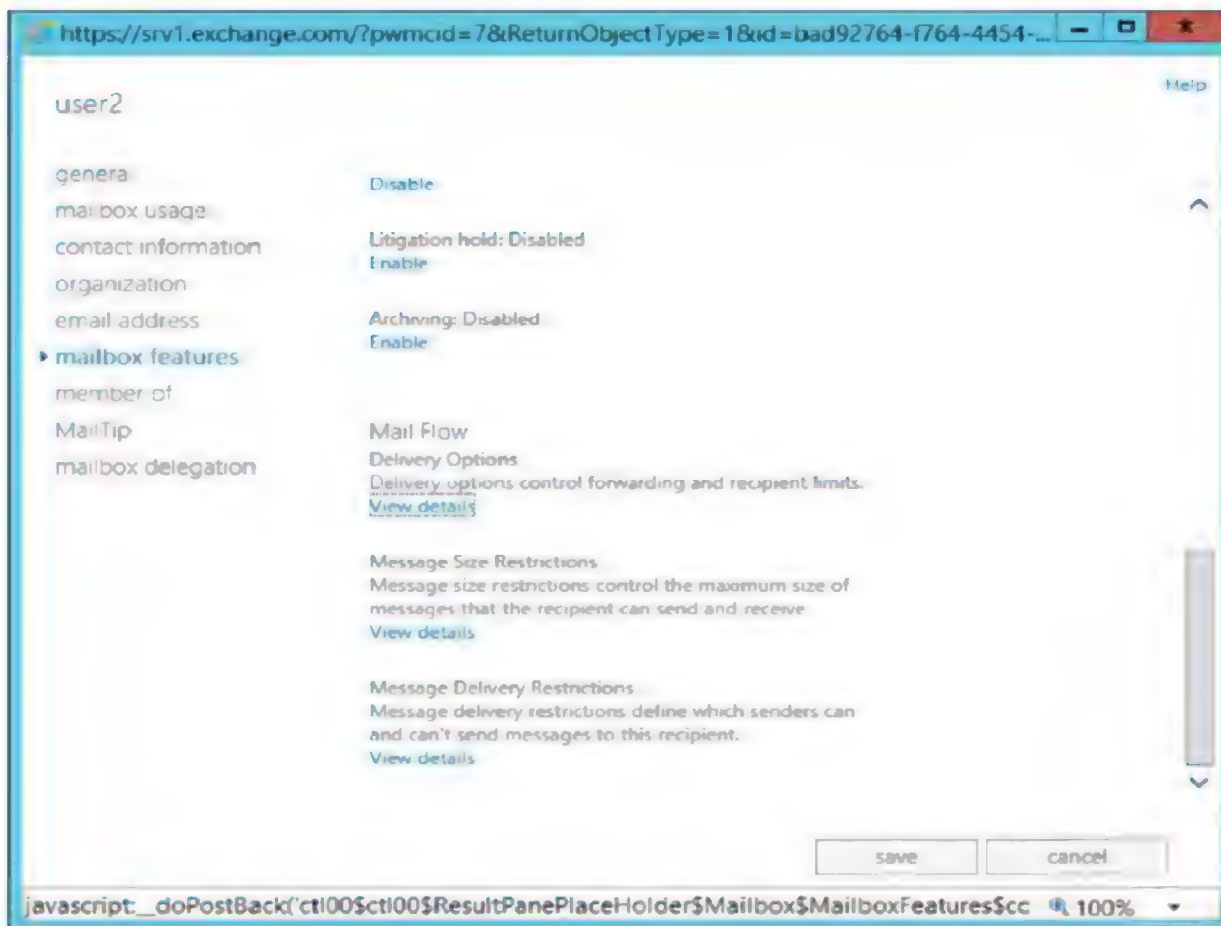
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: user2)→select **Edit** tab



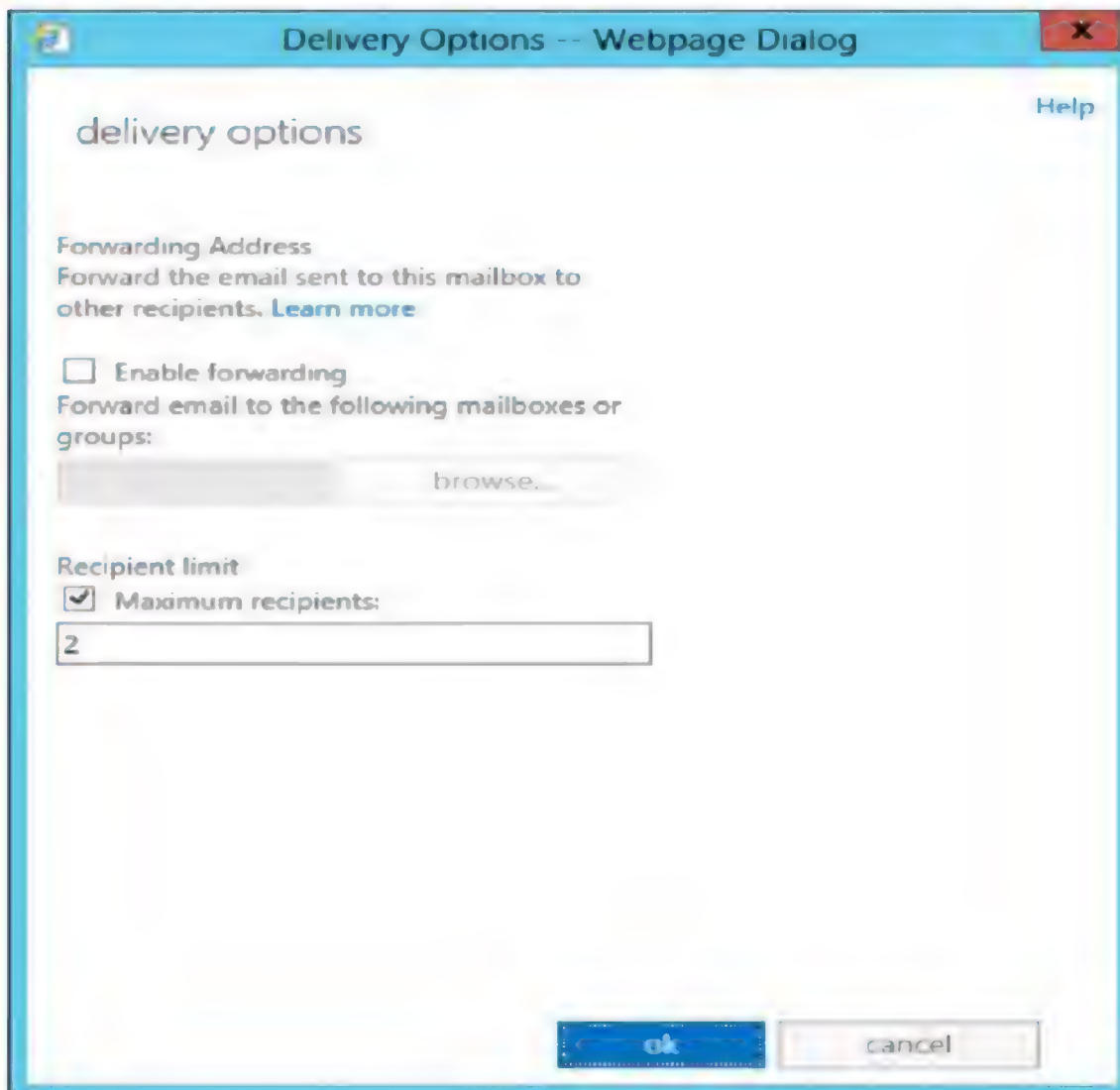
- Select **Mailbox features**→**Scroll down**



- In **Mail Flow**→click **View details**



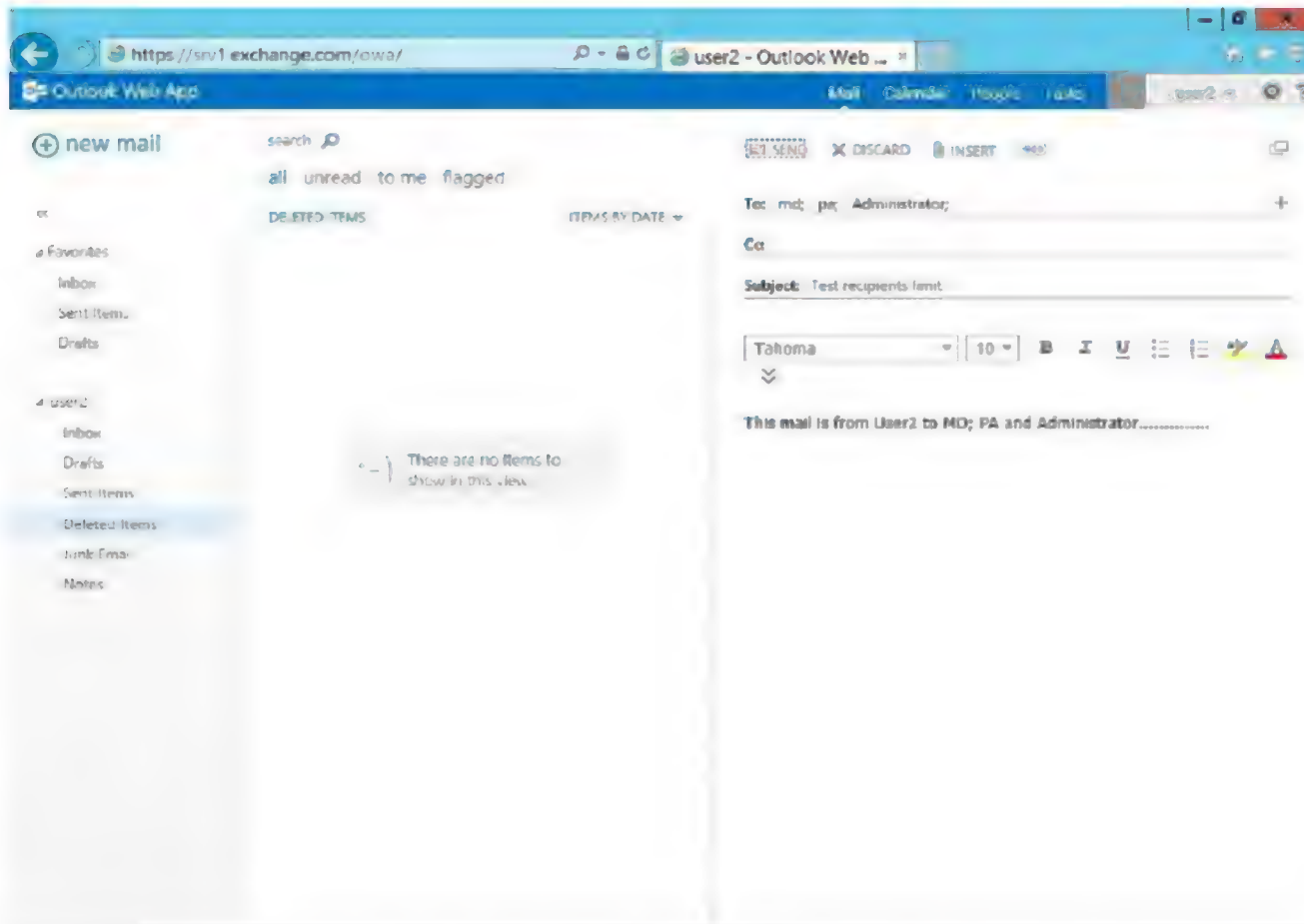
- In **Recipient limit**→select **Maximum recipients**→enter the value (Ex: 2)→Ok



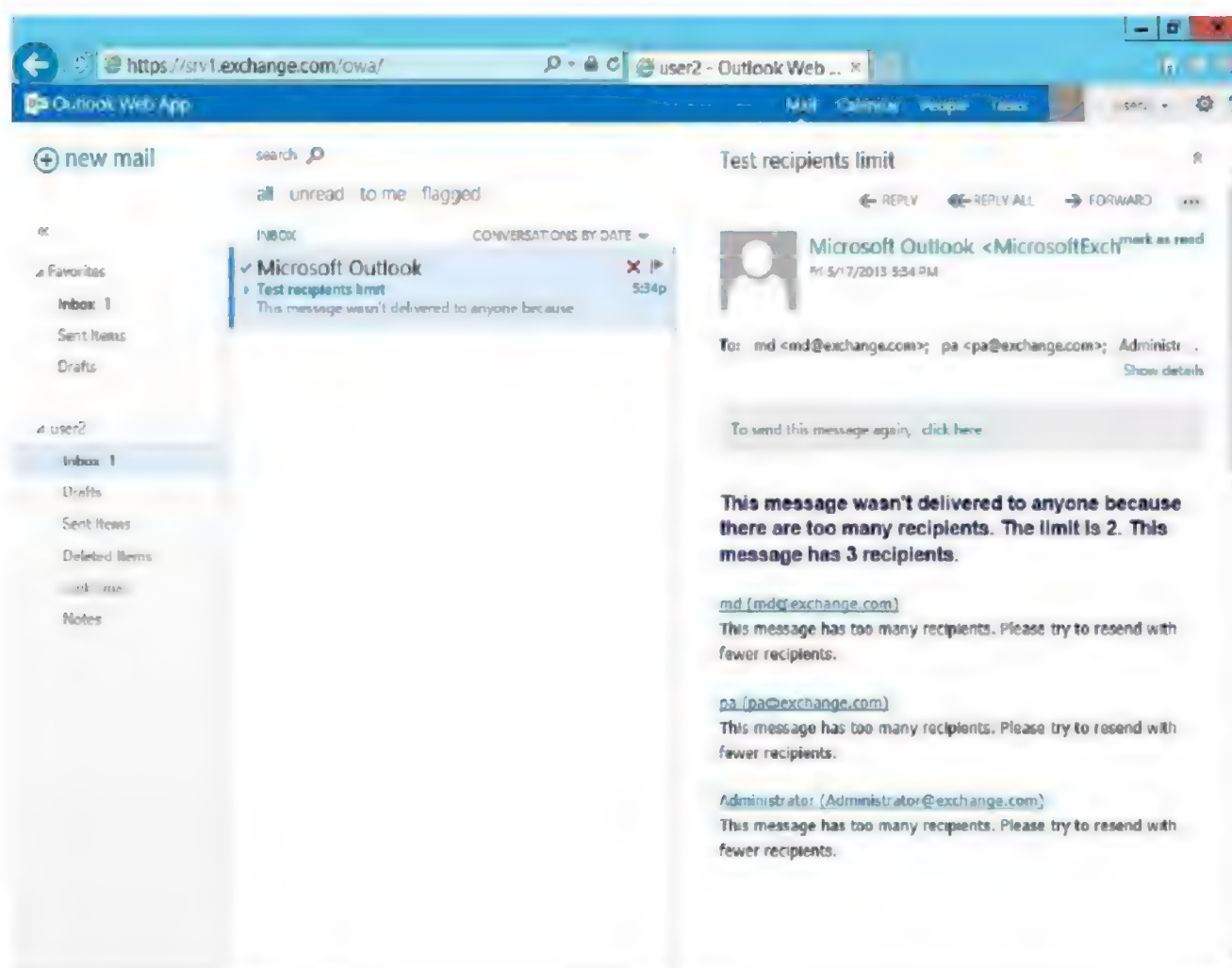
- Click **Save**

Verification:

- Log in to Mailbox of the user (Ex: User2) and send a single message to more people than the recipient limits (Ex: 3) i.e. (Ex: MD; PA; Administrator)



- Verify the **Undeliverable Message** and the reason that, **The message has too many recipients.**



Lab – 13: Granting Full Mailbox Access of the user to another user

Objective:

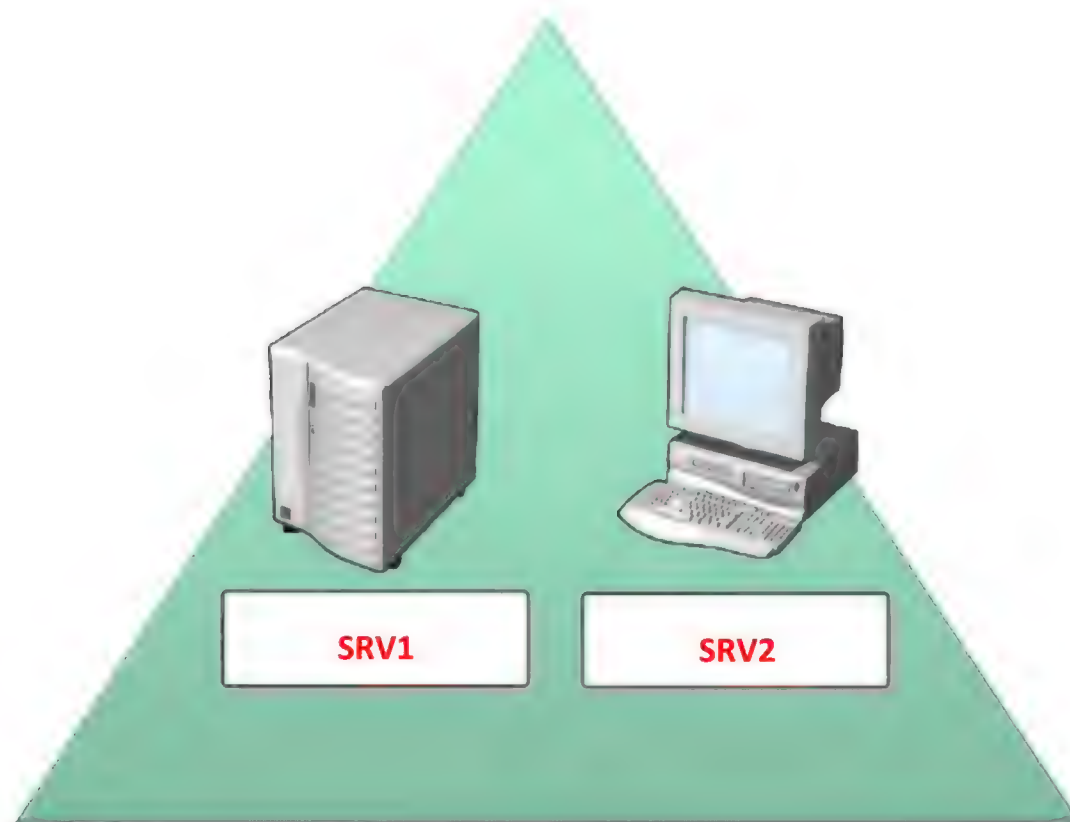
To provide full mailbox access of another user to a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

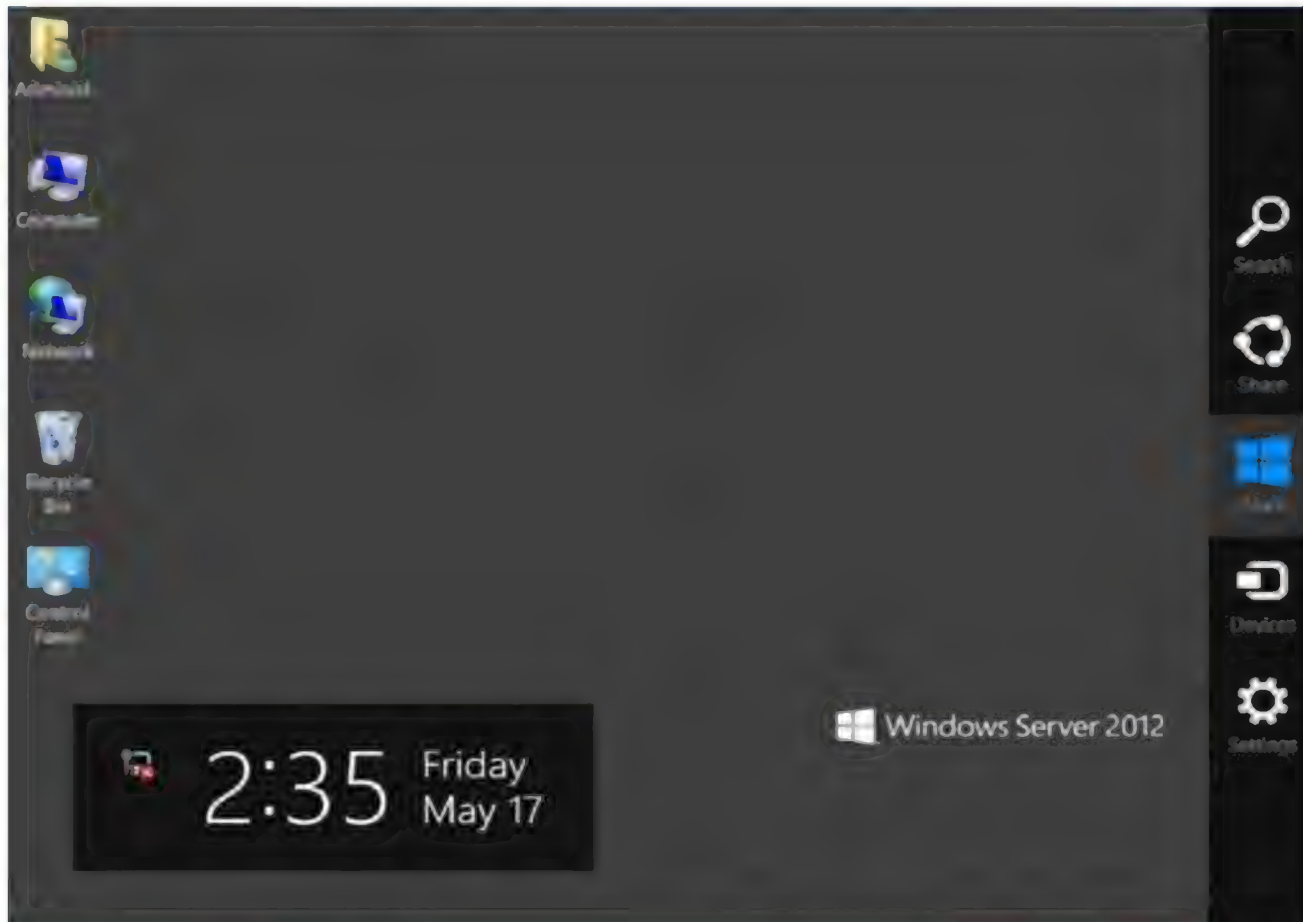
SRV2

Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



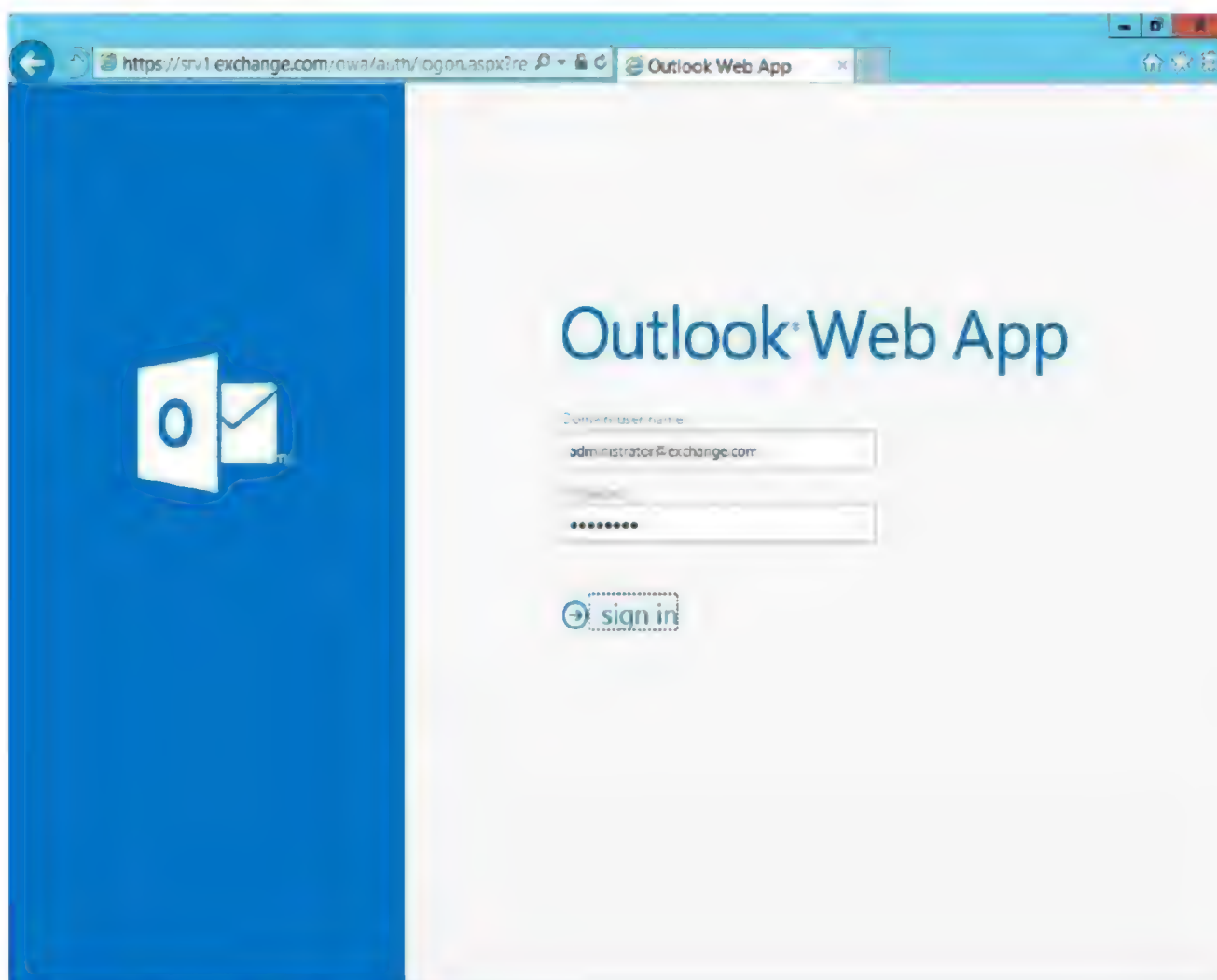
- **Open Internet Explorer**



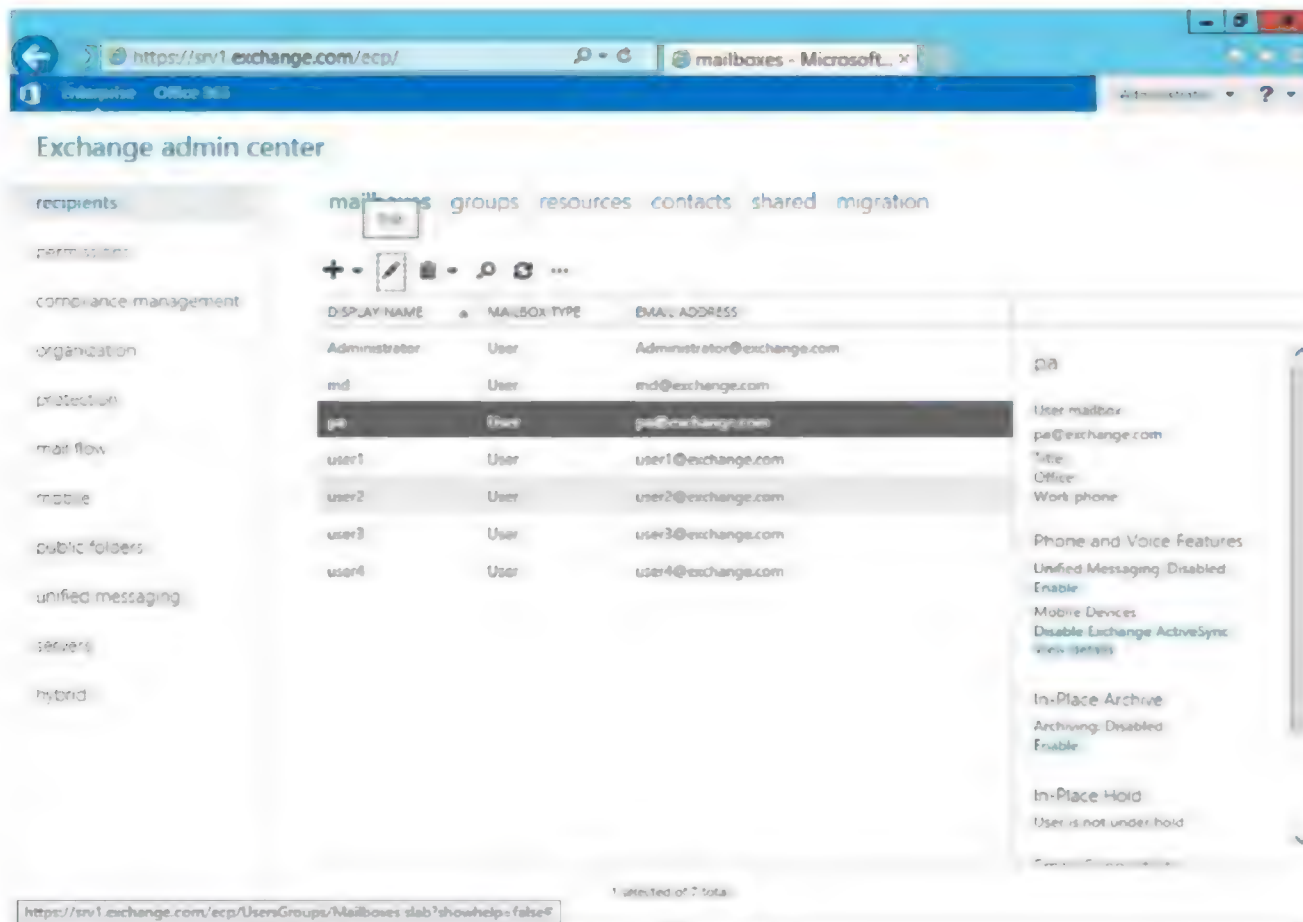
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



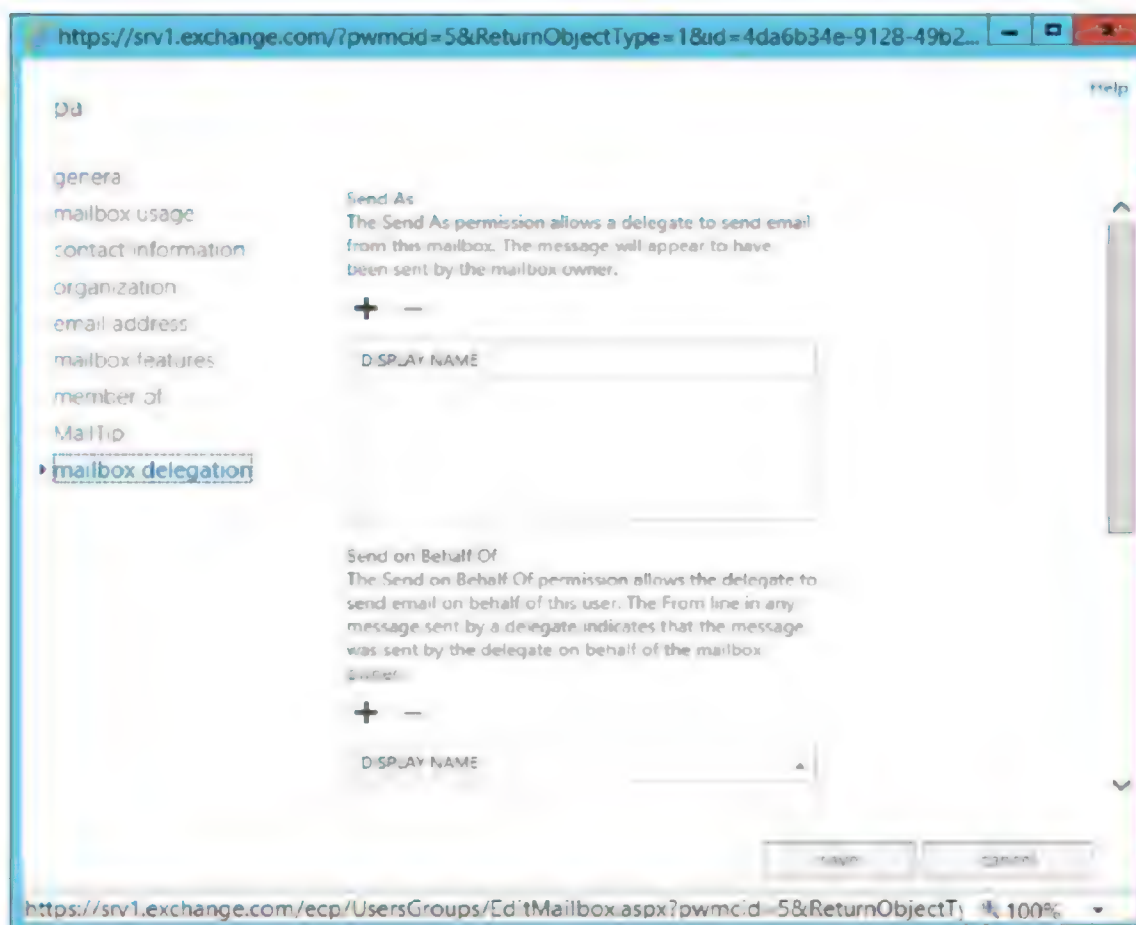
- Enter **User Name and Password**→click **sign in**



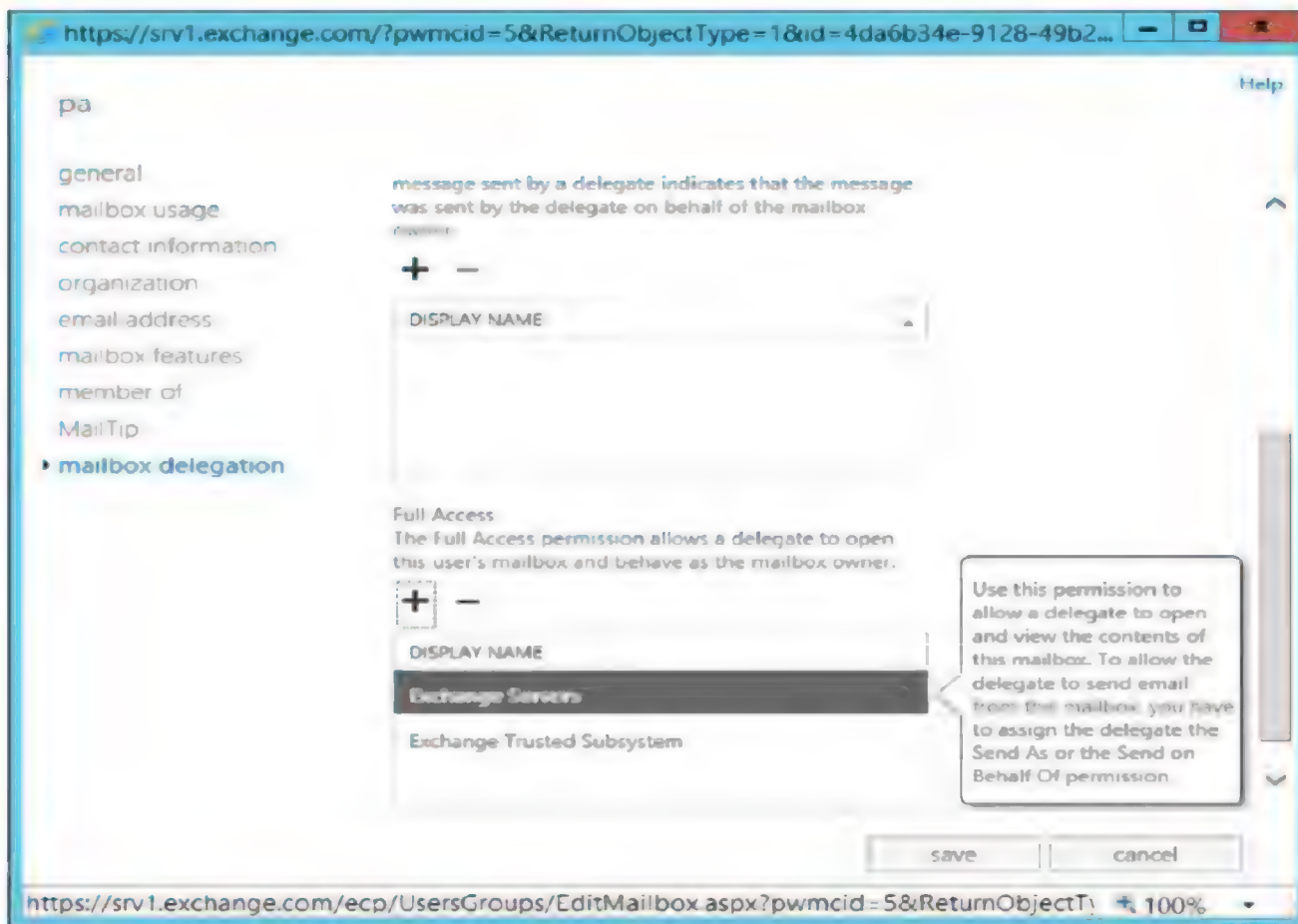
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: **PA**)→select **Edit** tab



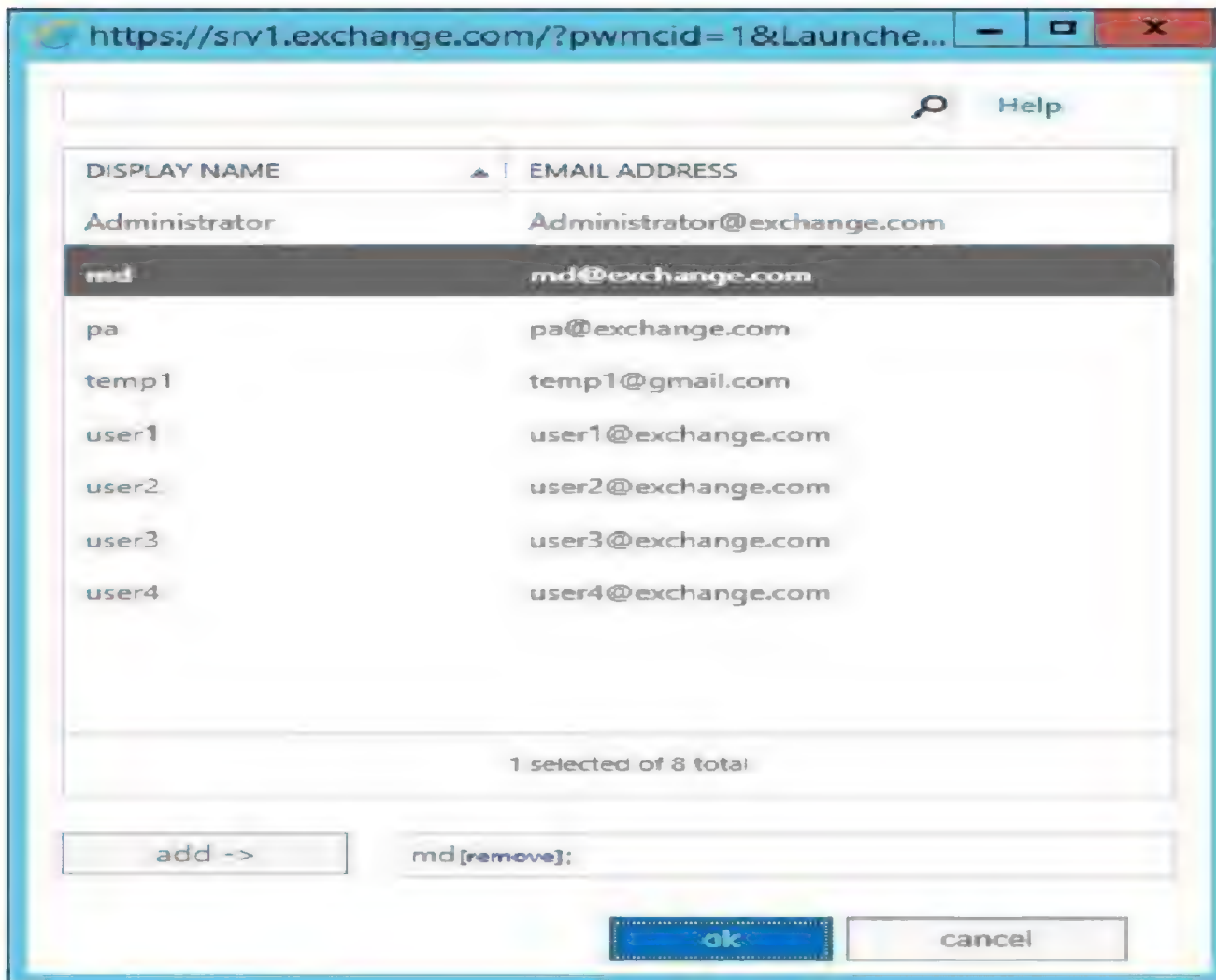
- Select **Mailbox delegation**→scroll down



- In **Full Access**→select **Add (+)**



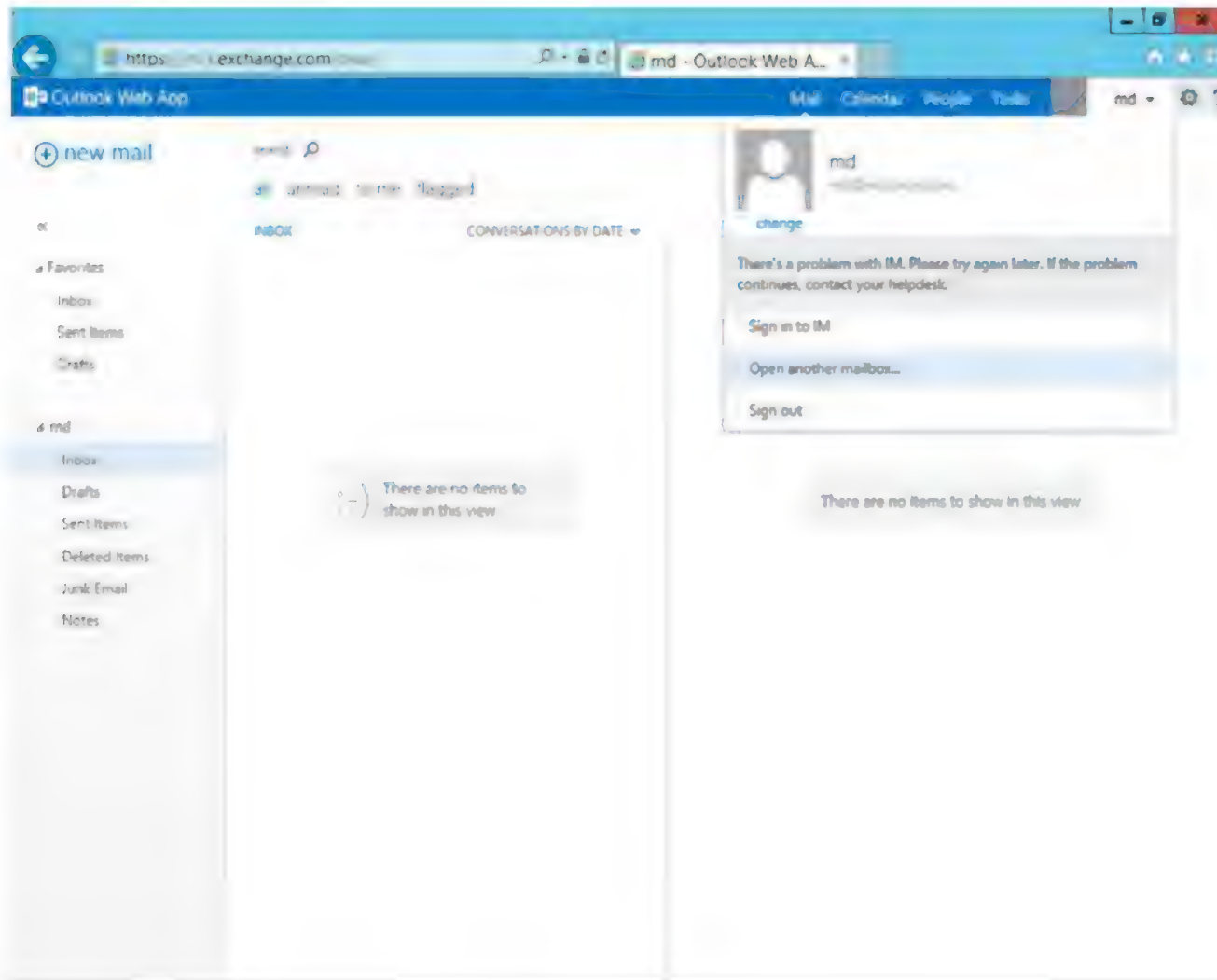
- Select the User (Ex: **MD**)→click **Add**→click **OK**.



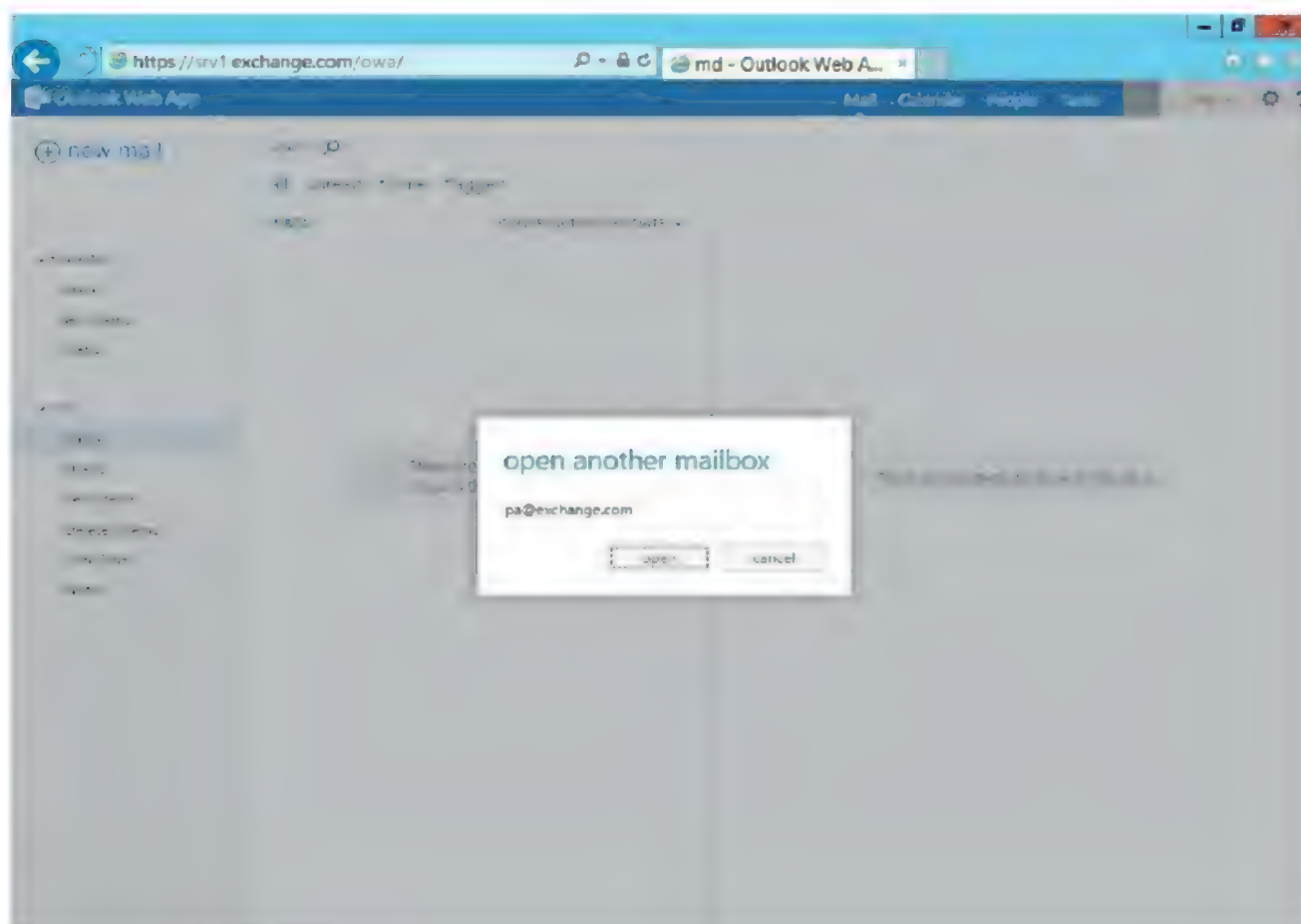
- Click **Save**

Verification:

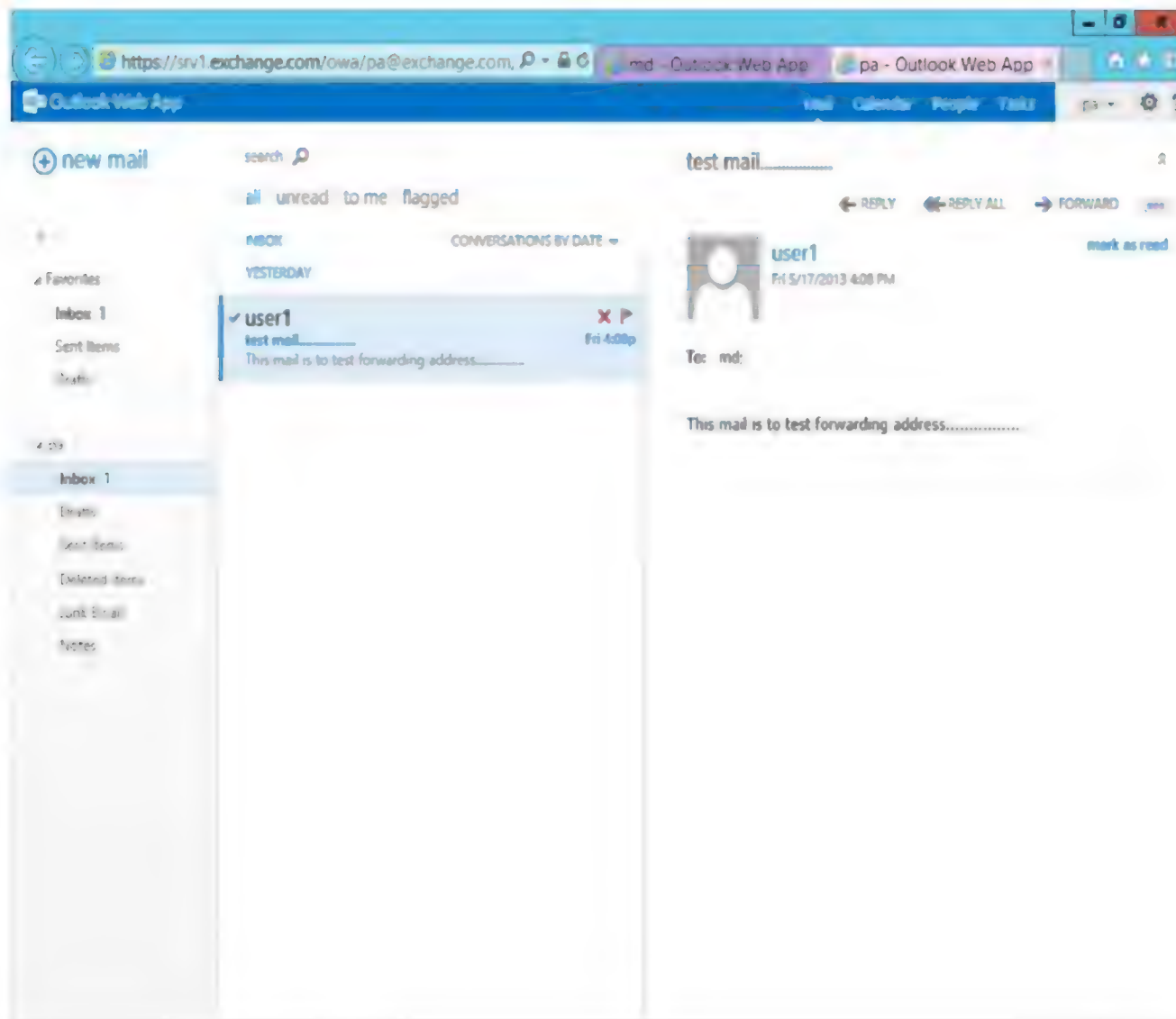
- Log into the Mailbox of the User (Ex: MD) using **Outlook Web App**→select **Open another mailbox**



- Enter user name (Ex: PA)→click **open**



- Verify the mailbox of User (Ex: PA) accessing by User (Ex: MD)



Lab – 14: Applying Storage Quotas on the User Mailbox

Objective:

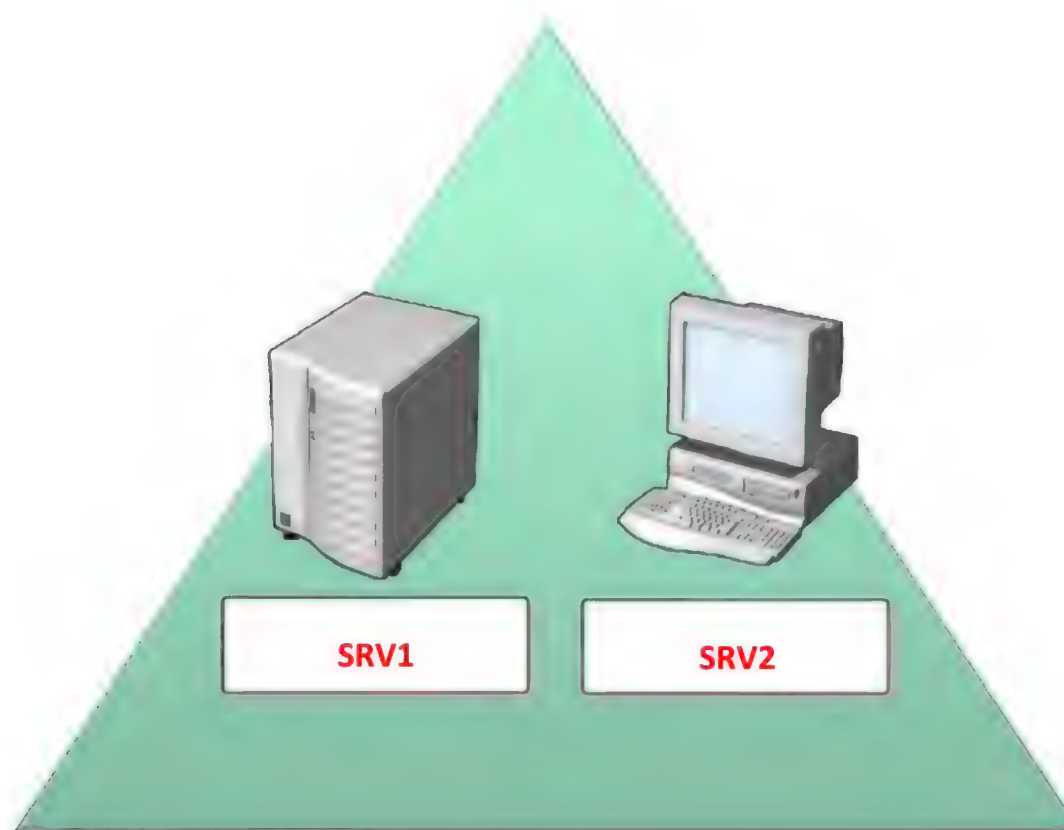
To define the mailbox size for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

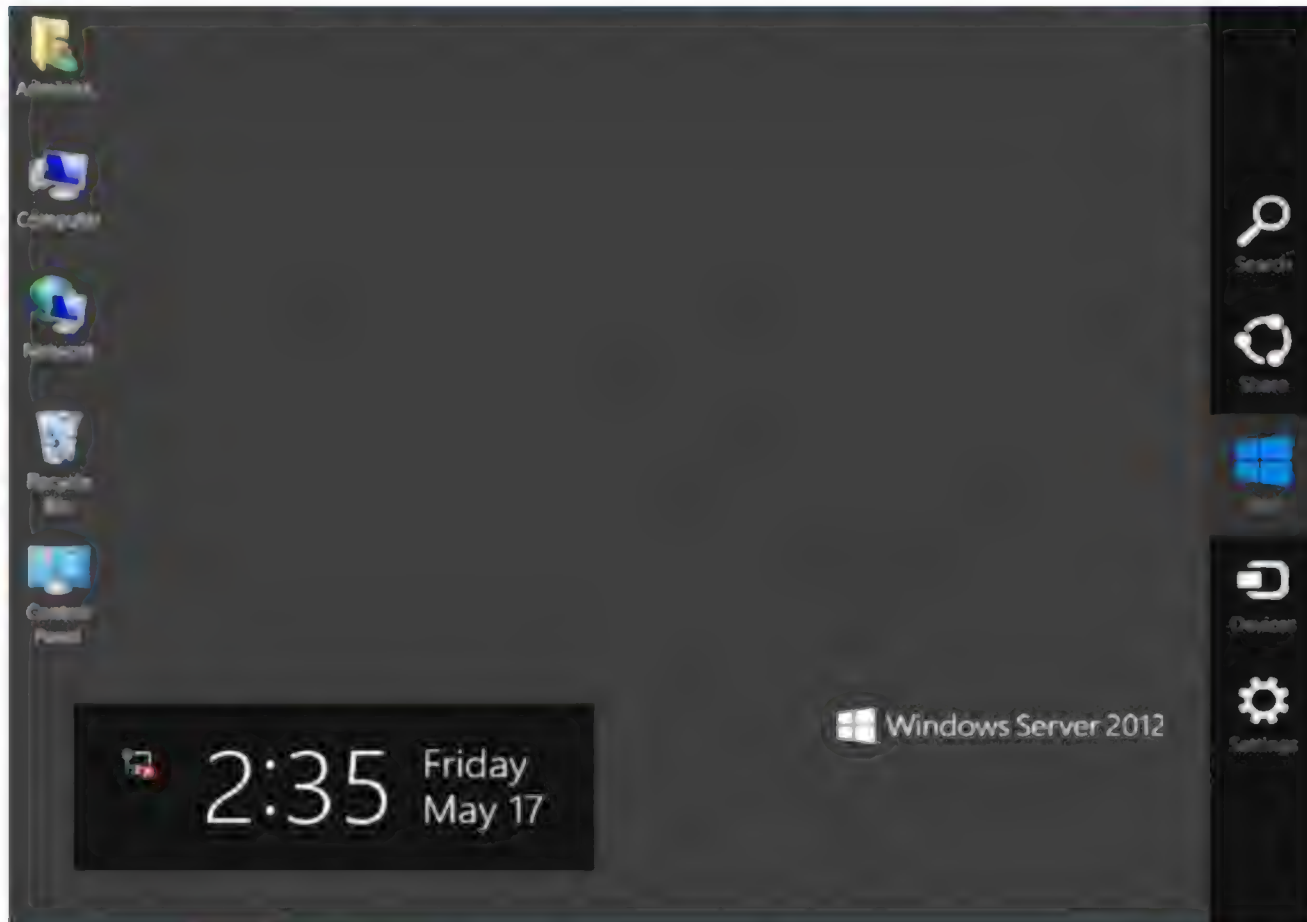
Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

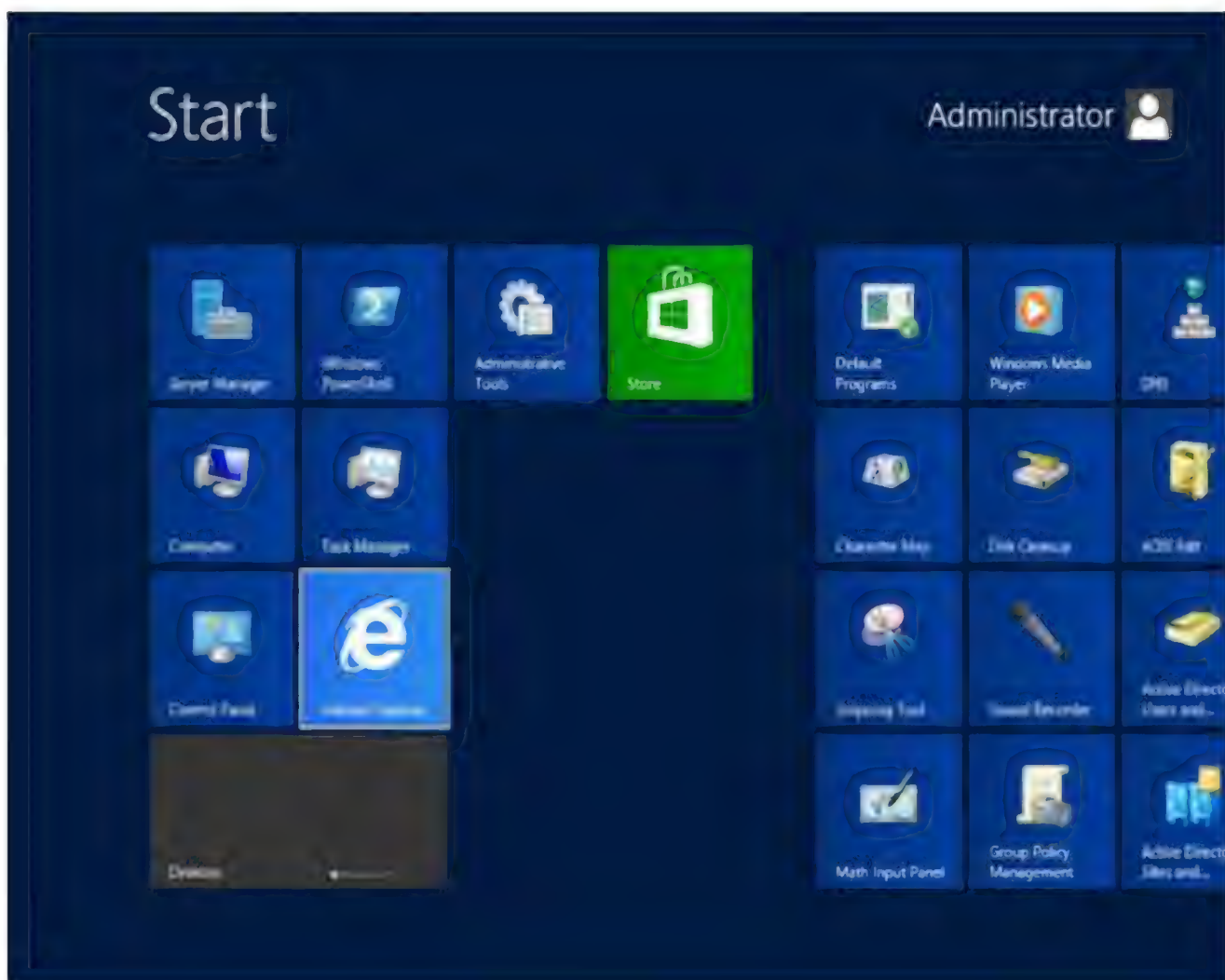


Steps:

- **Start**



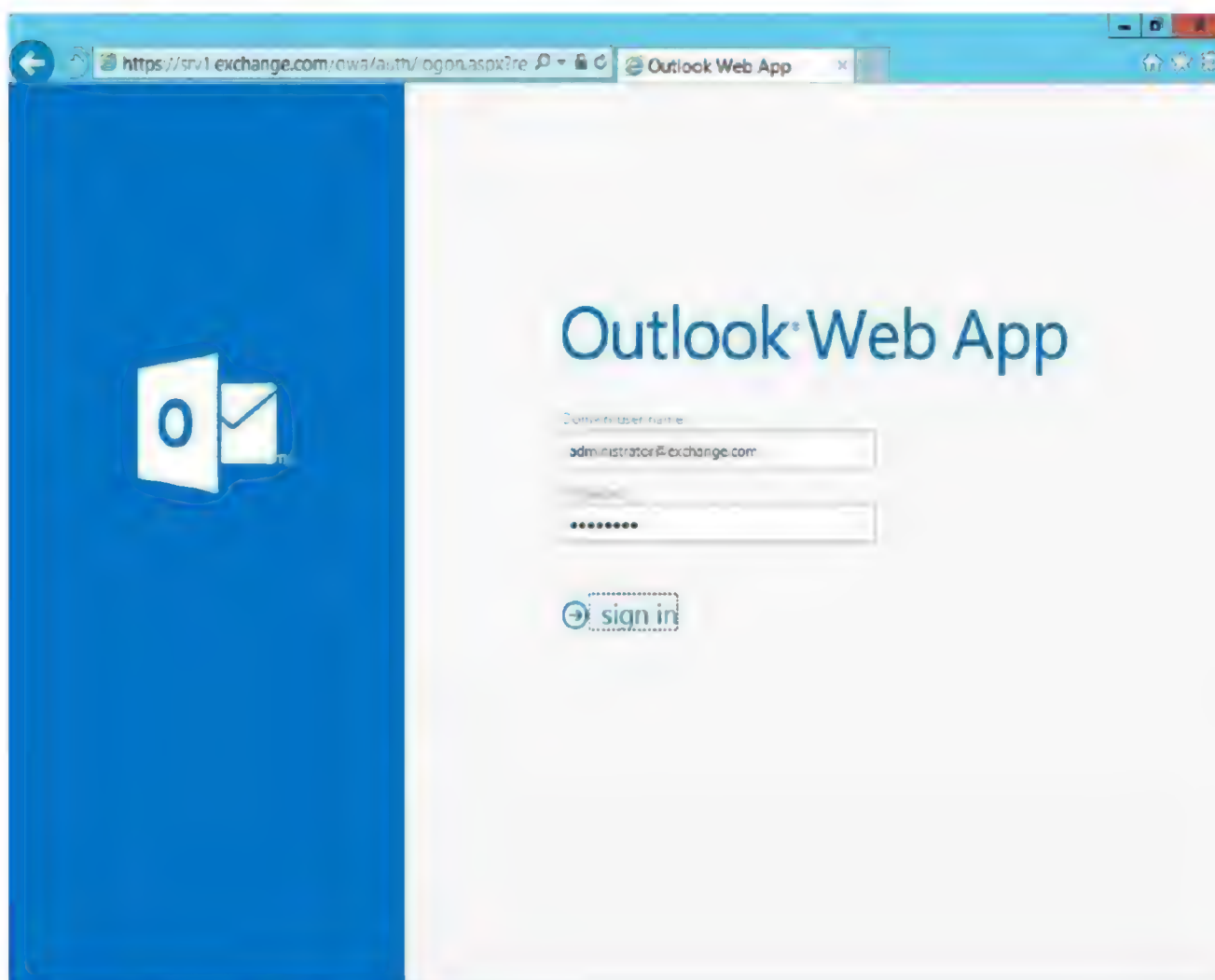
- **Open Internet Explorer**



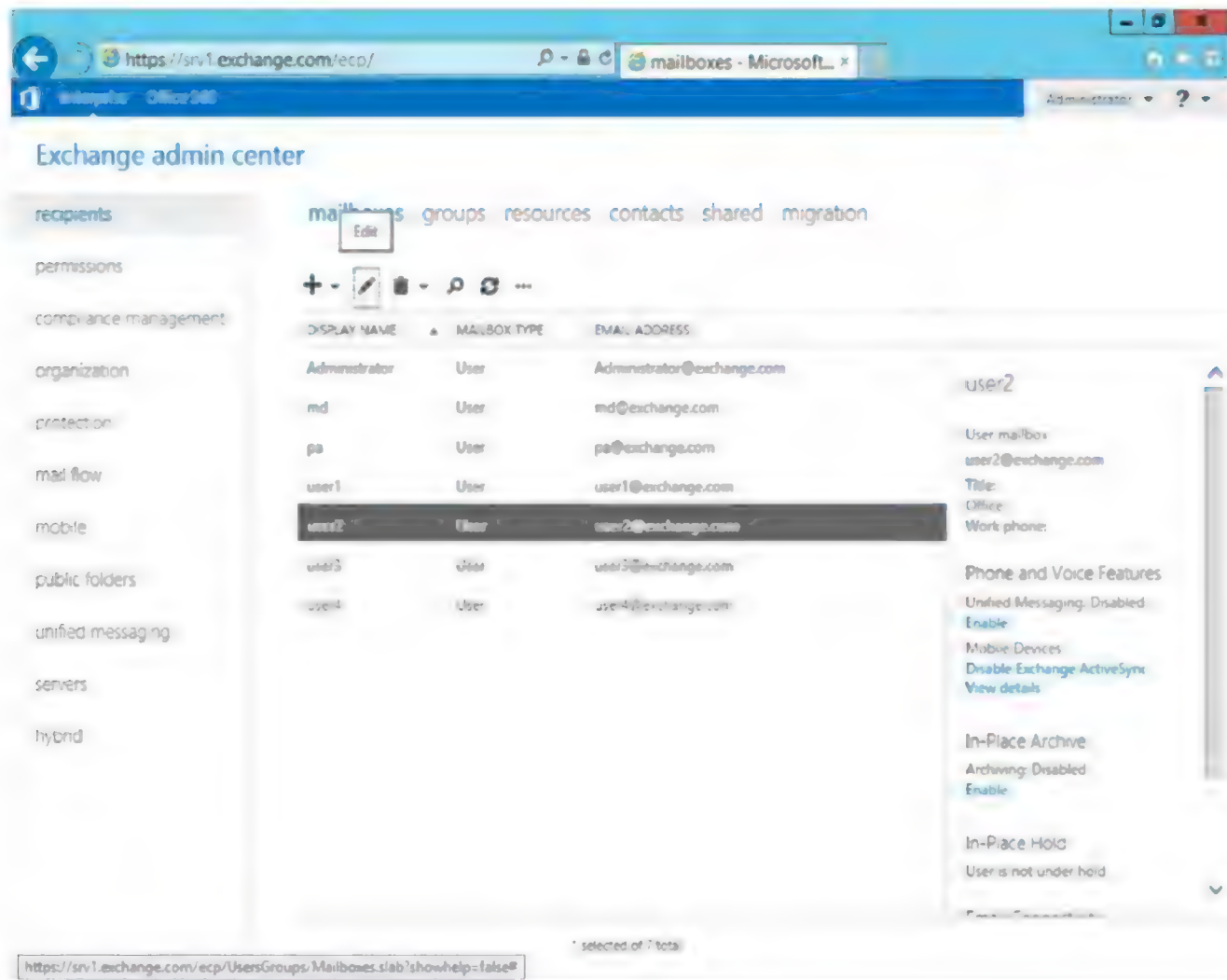
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



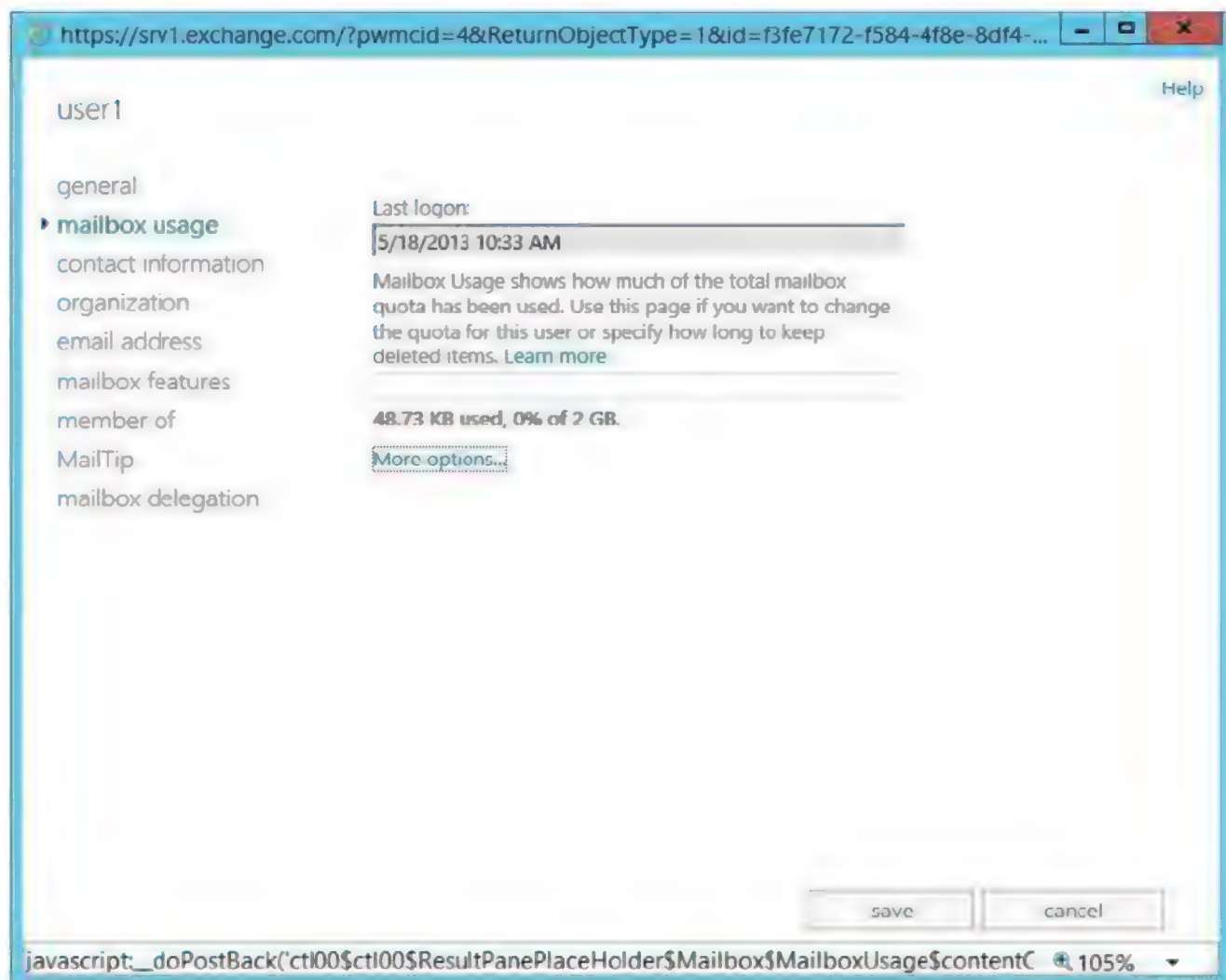
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: PA)→select **Edit** tab



- Select **Mailbox usage**→click **More options**



- Select **Customize the settings for this Mailbox**→select **Issue a warning, Prohibit send and Prohibit send and receive**→enter the values in **GB**→In **Customize the settings for this Mailbox**→enter the value (Ex: **14**)→check the box **Don't permanently delete items until the database is backed up**→click **Save**.

https://srv1.exchange.com/?pwmcid=4&ReturnObjectType=1&id=f3fe7172-f584-4f8e-8df4-...

user1

general

mailbox usage

contact information

organization

email address

mailbox features

member of

MailTip

mailbox delegation

48.73 KB used, 0% of 2 GB.

☐ Use the default quota settings from the mailbox database

☒ Customize the settings for this mailbox

*Issue a warning at (GB):

1

*Prohibit send at (GB):

1

*Prohibit send and receive at (GB):

1

☐ Use the default retention settings from the mailbox database

☒ Customize the settings for this mailbox

*Keep deleted items for (days):

14

☒ Don't permanently delete items until the database is backed up

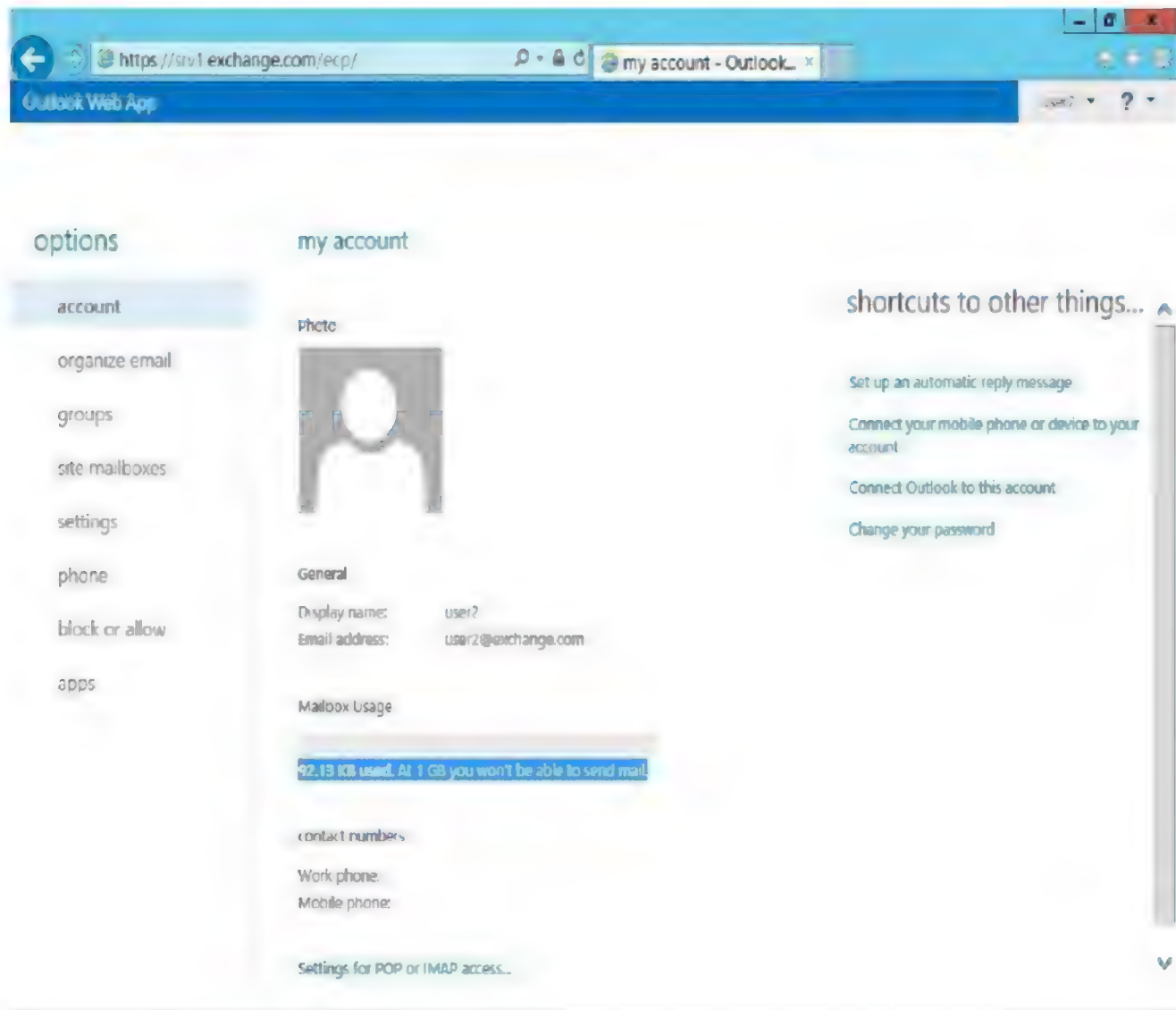
Save

cancel

105%

Verification:

- Log in as user (Ex: **user2**) and check the **modified mailbox size**.



Lab – 15: Creating Admin Roles for User

Objective:

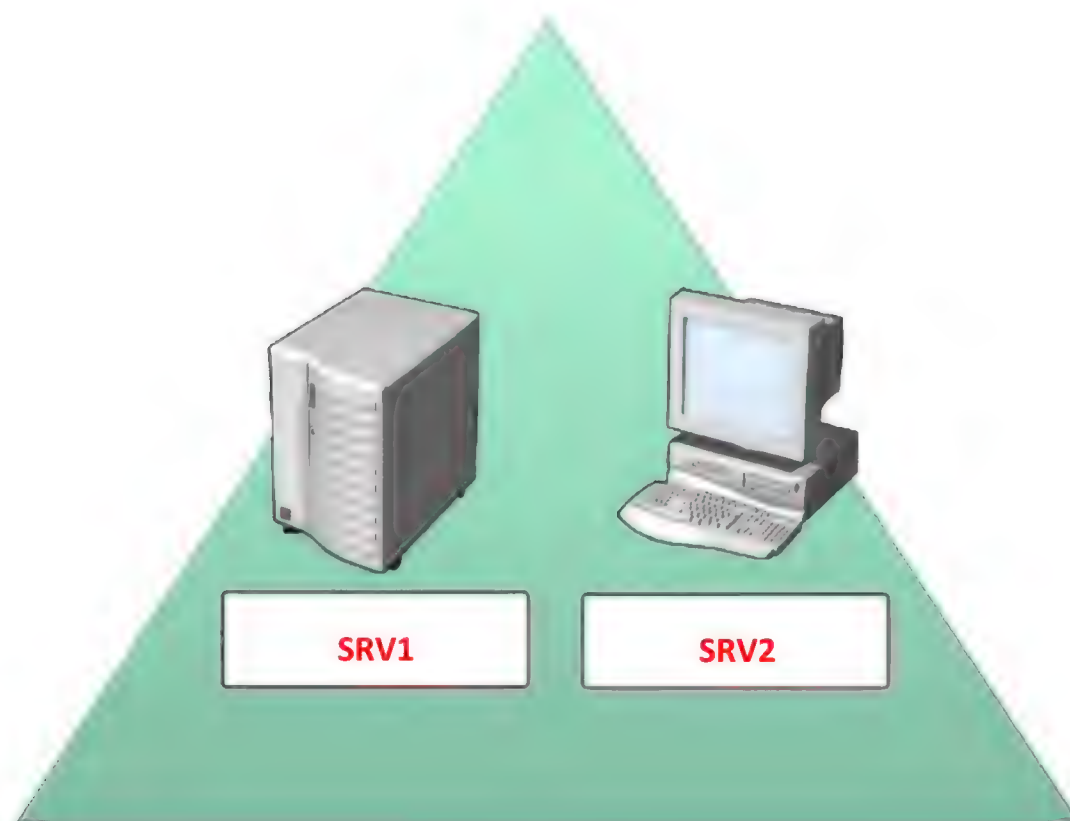
To delegate Admin rights for decentralization of Exchange tasks to Junior Administrator

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

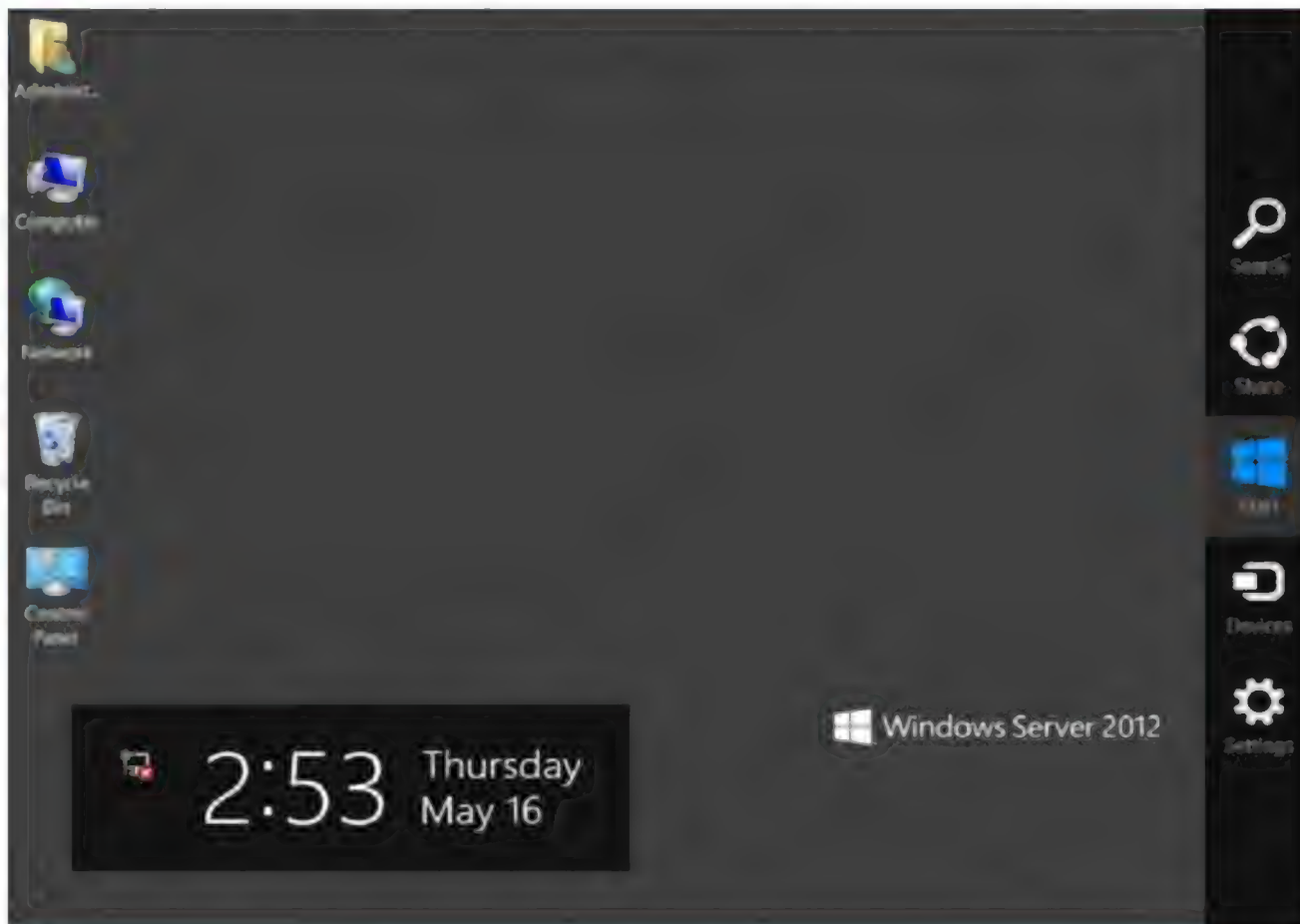
SRV2

Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



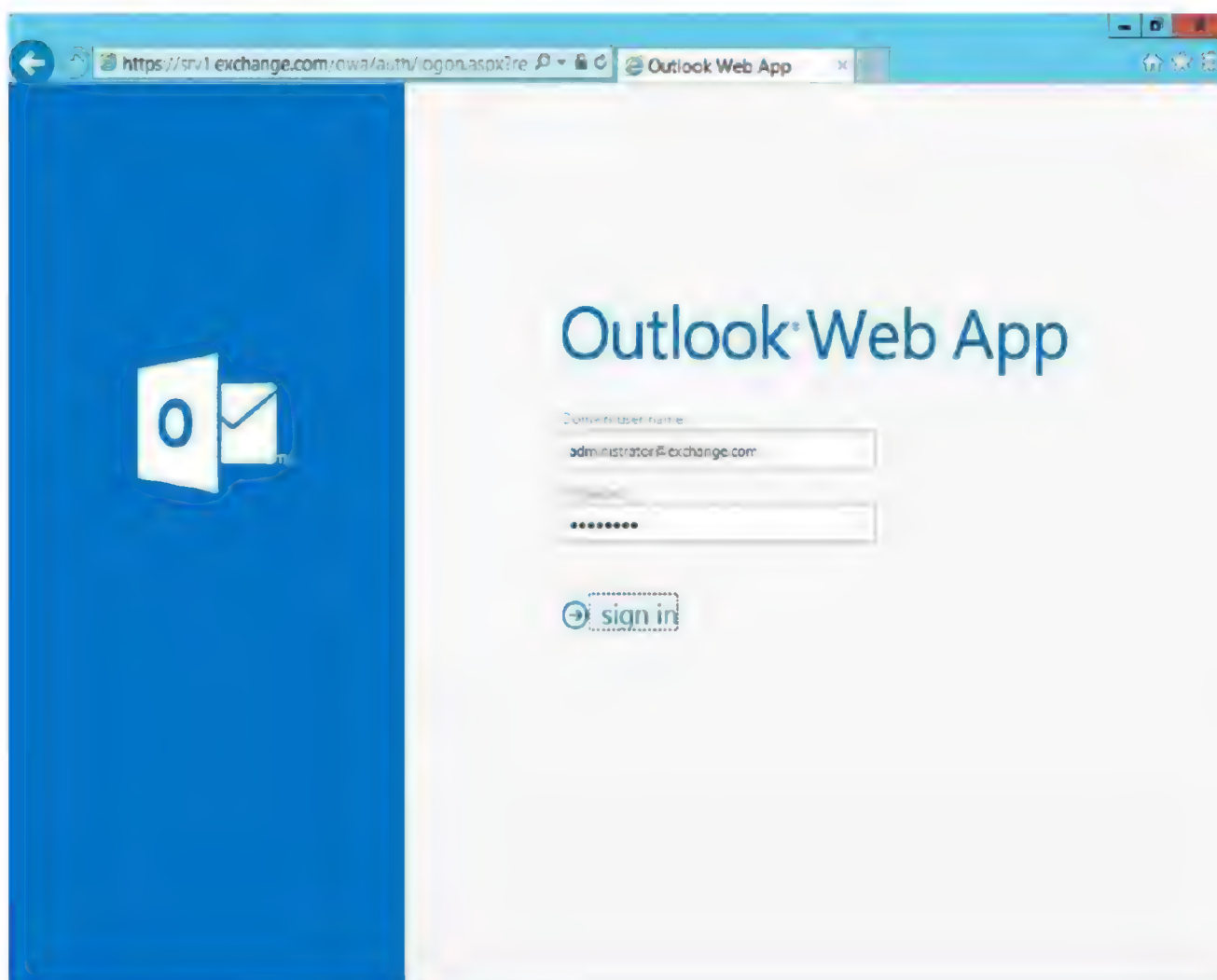
- **Open Internet Explorer**



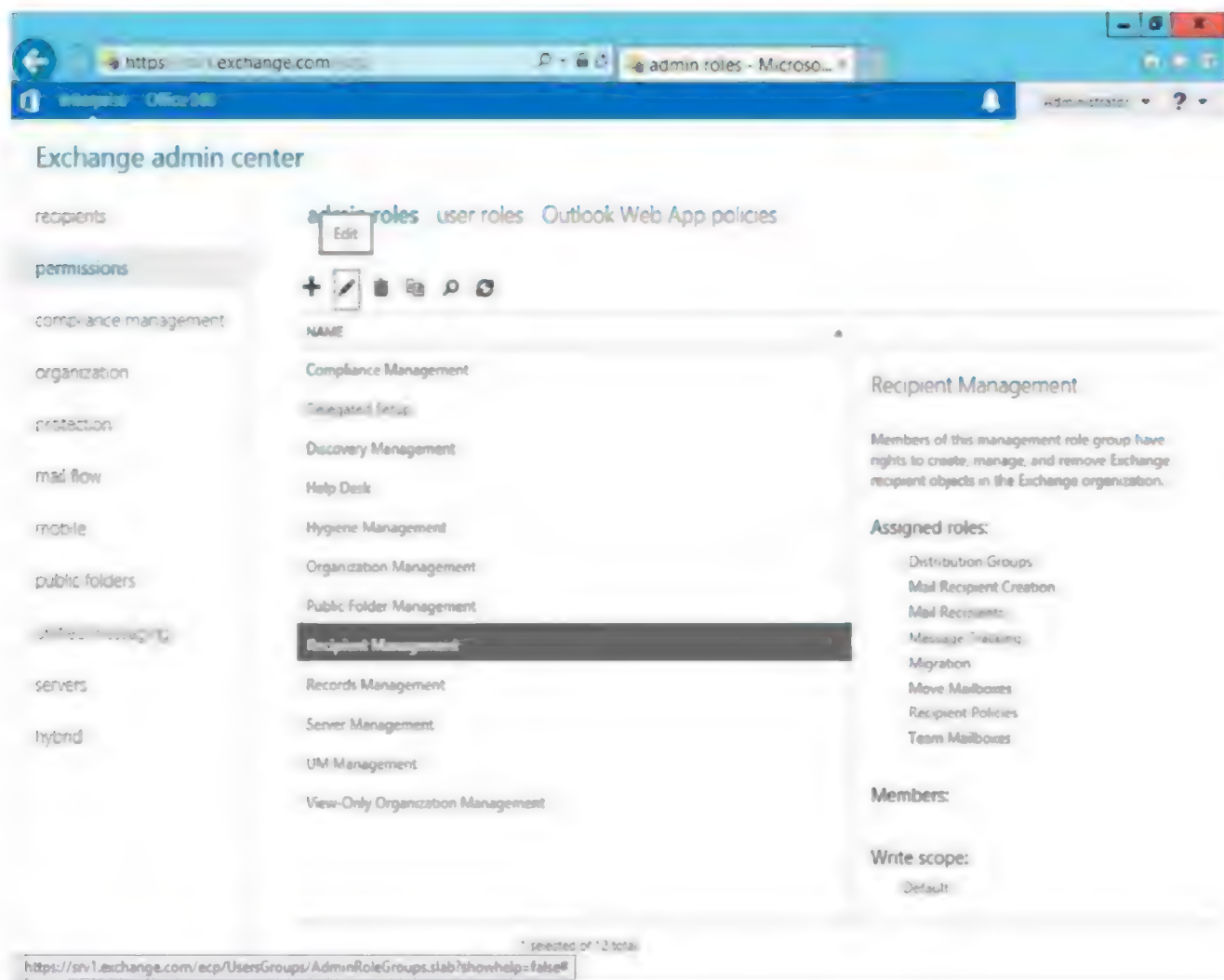
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



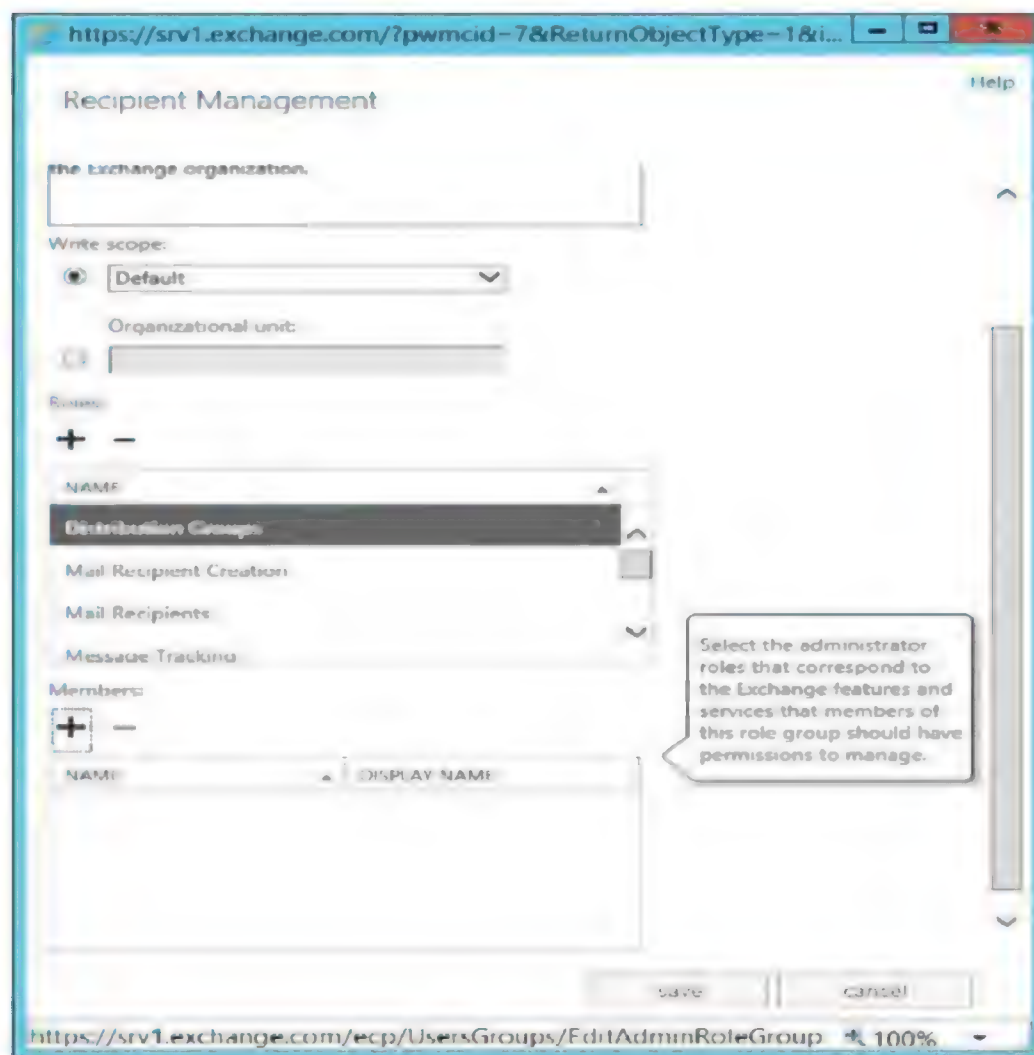
- Enter **User Name and Password**→click **sign in**



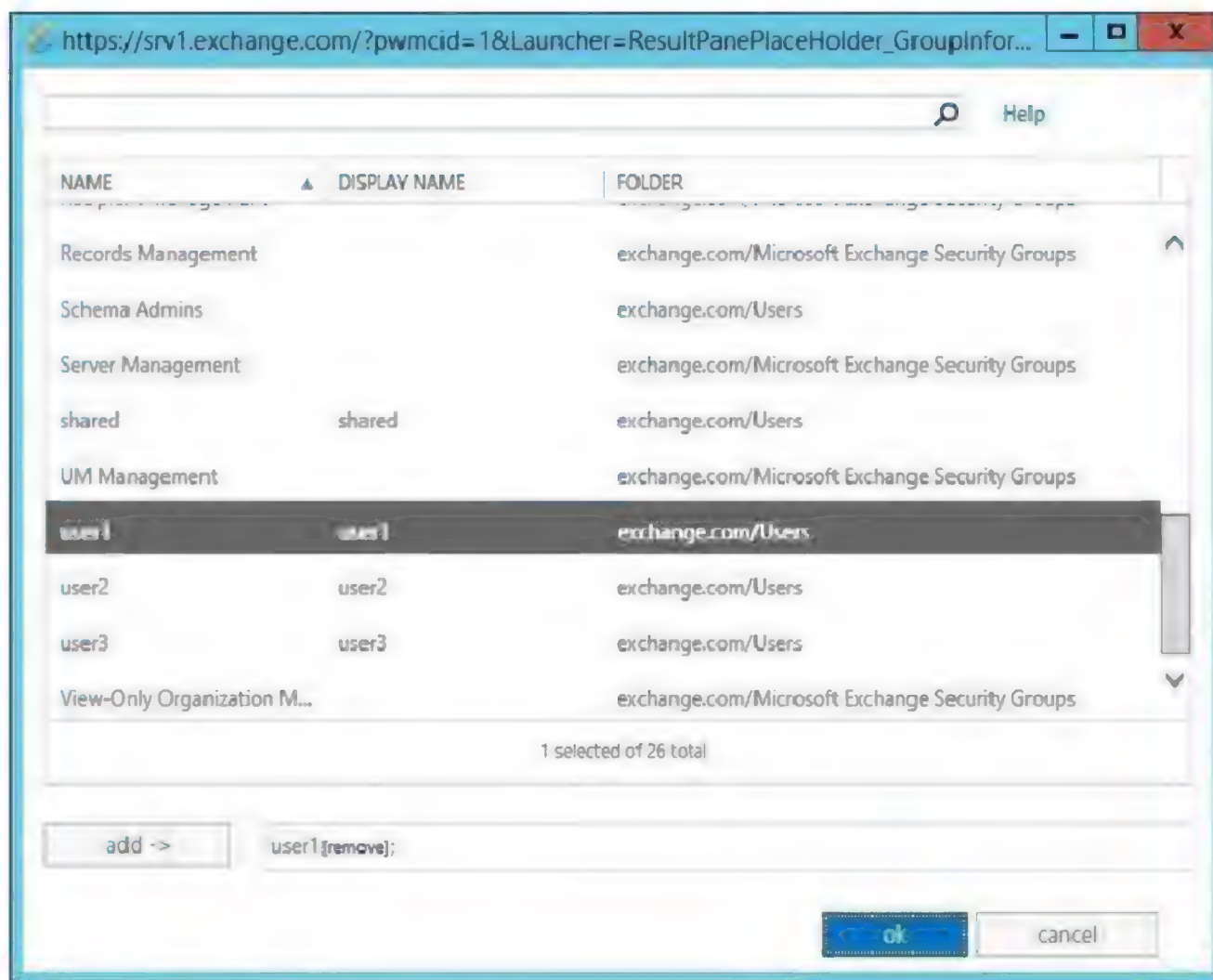
- In **Exchange Admin Center**→select **Permissions**→select **Admin Roles** tab→select **Recipient Management**→click **Edit**



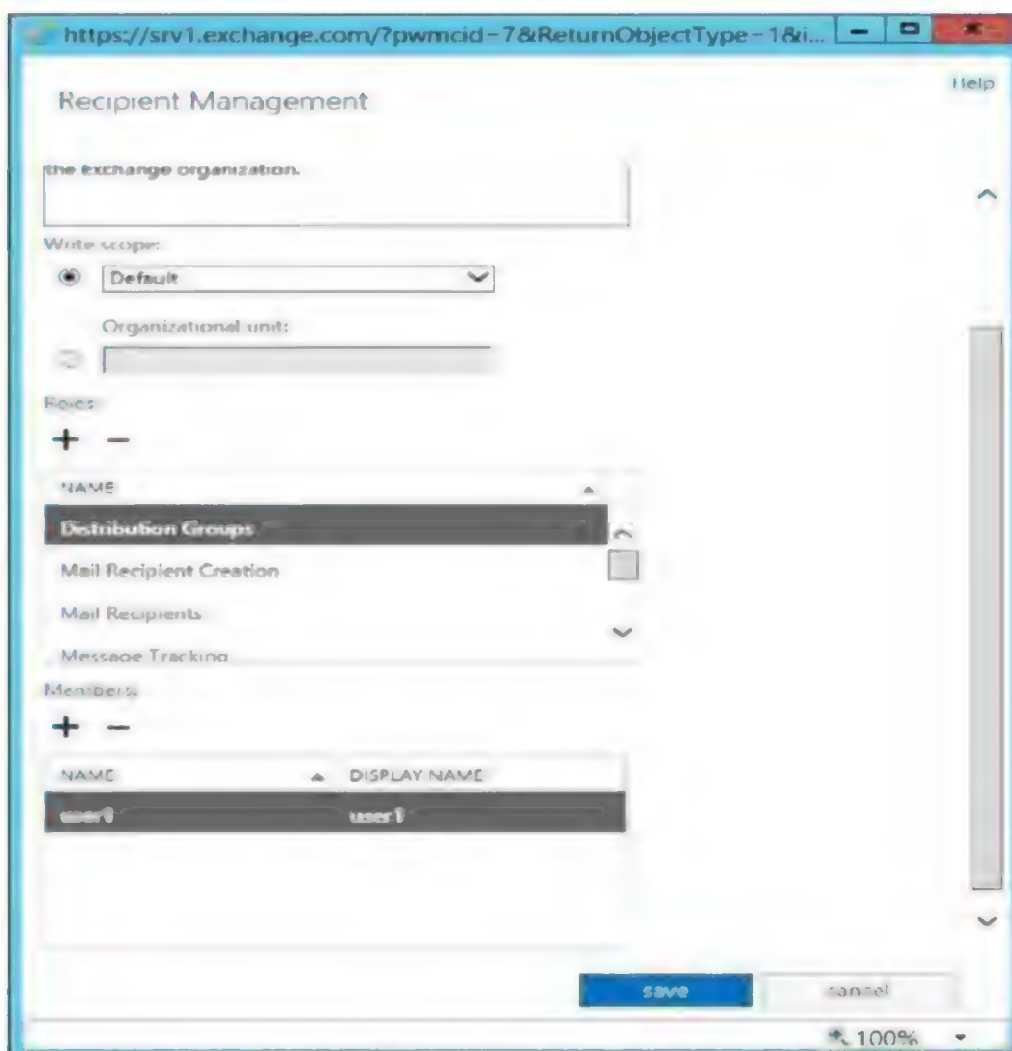
- Select **Members**→click **Add**



- Select the user (Ex:User1)→click **Add**→click **Ok**

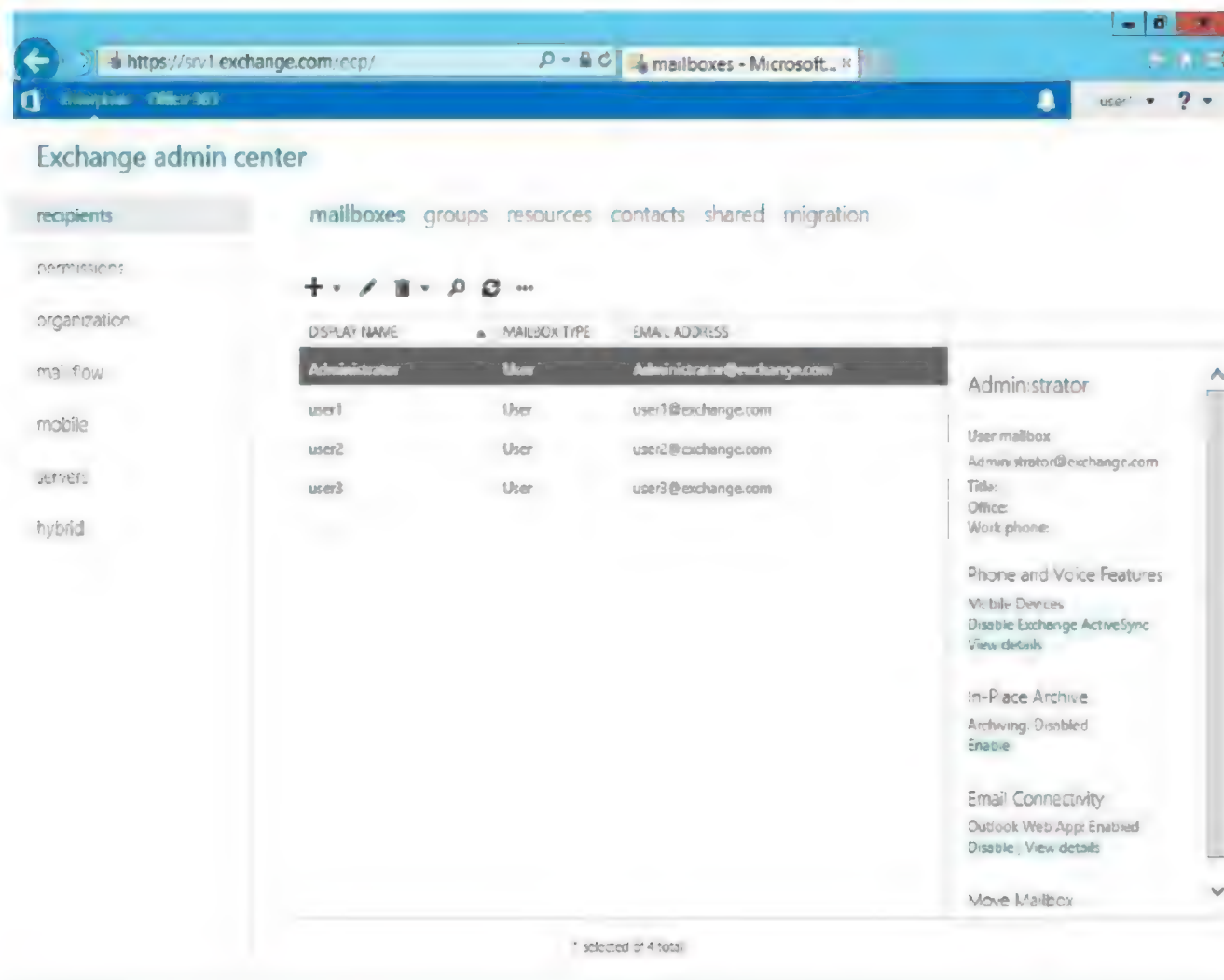


- Click **Save**



Verification:

- Login as **User1** in **ECP** & check the **Recipients** in **Exchange Admin Center**



Lab – 16: Assigning Role Assignment Policy to the User

Objective:

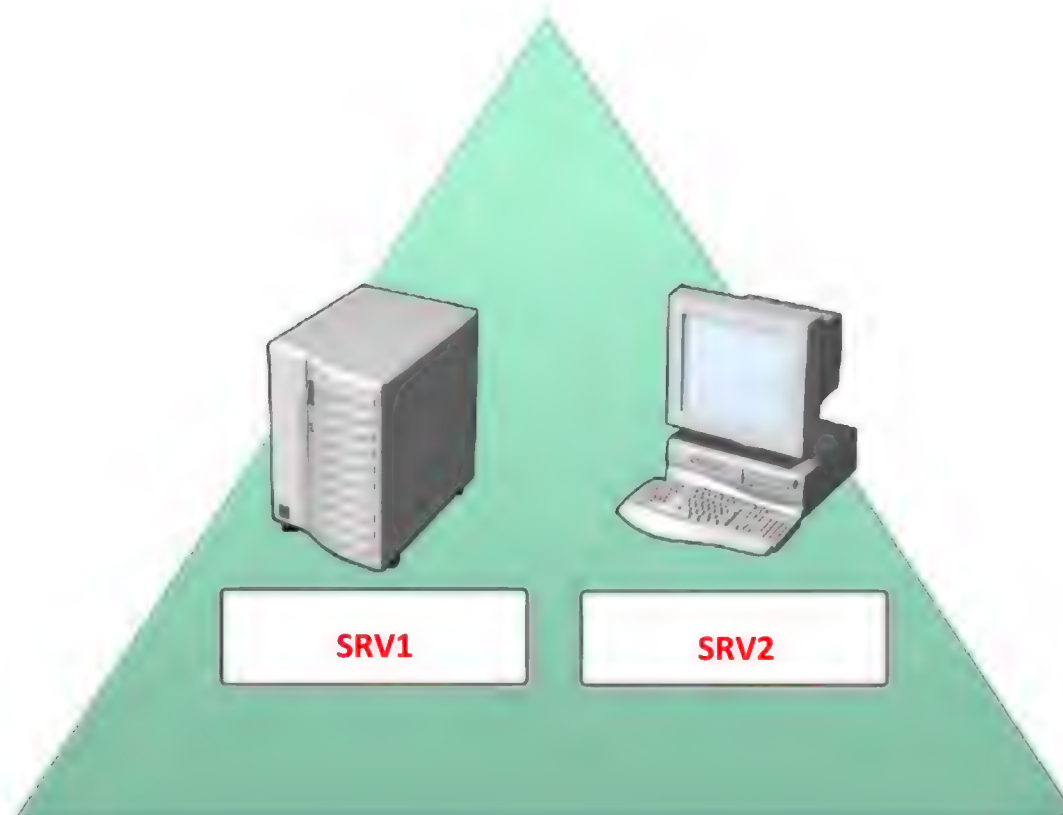
Adding new Role Assignment Policy to a Junior Administrator

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

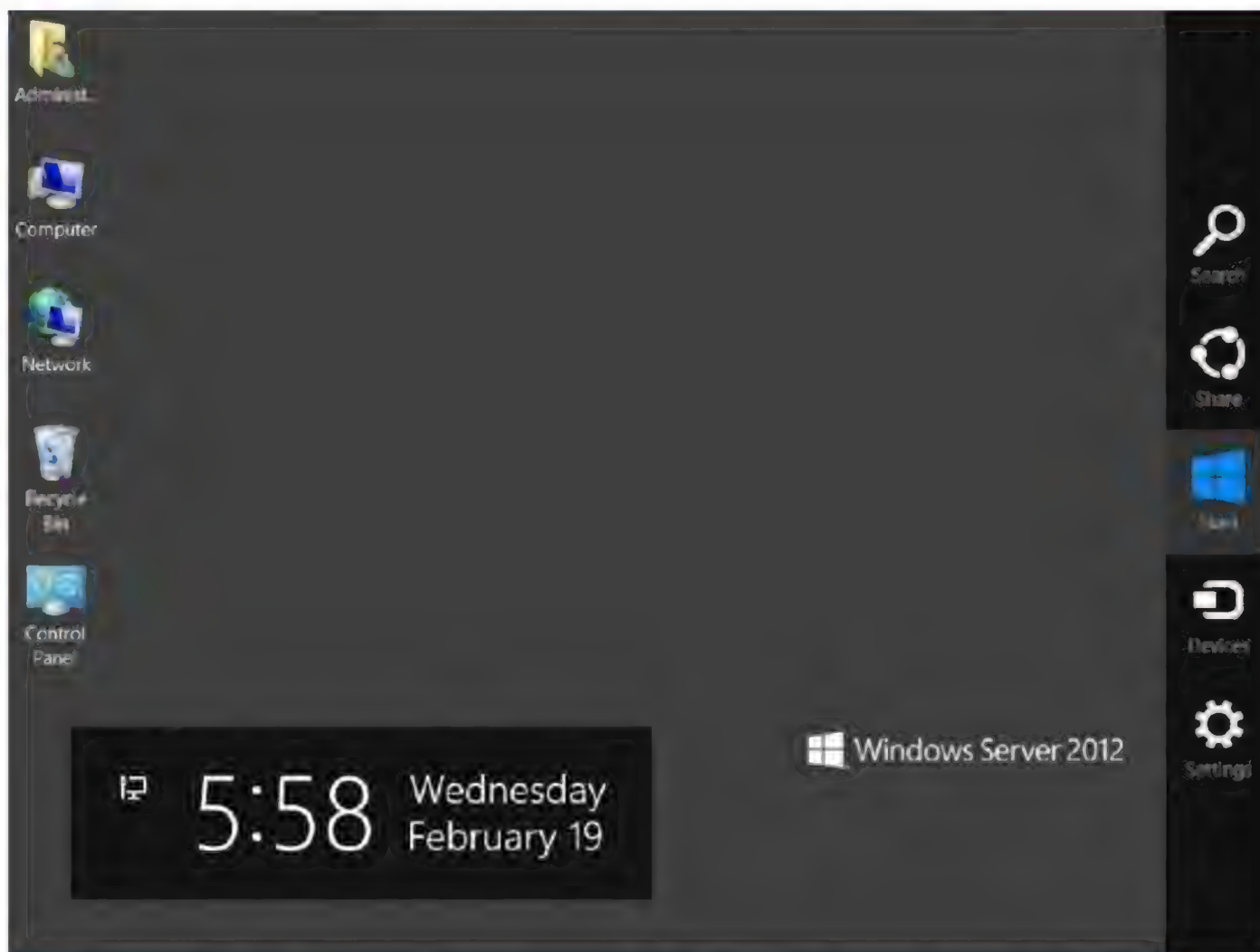
Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



Steps:

- **Start**



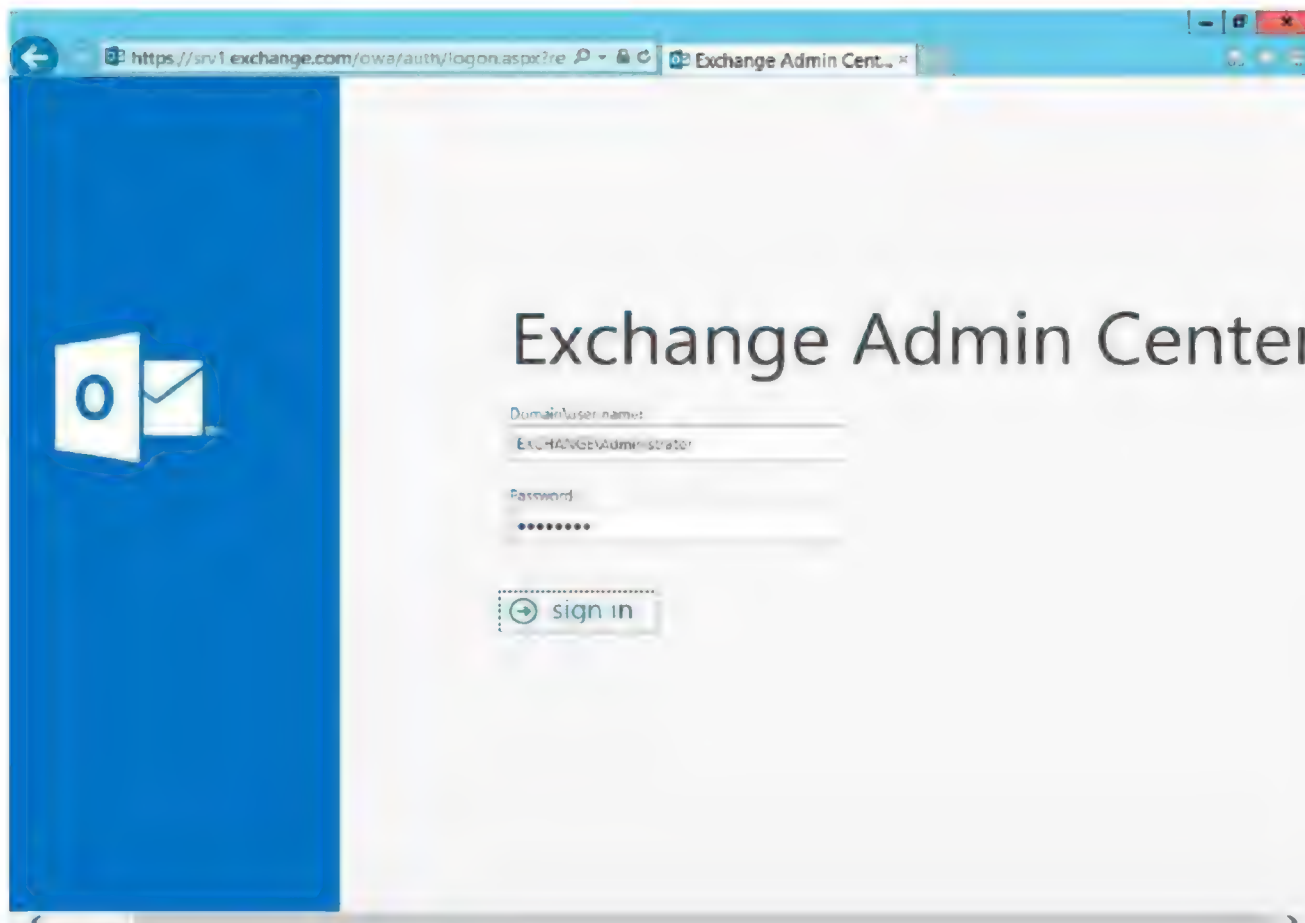
- **Open Internet Explorer**



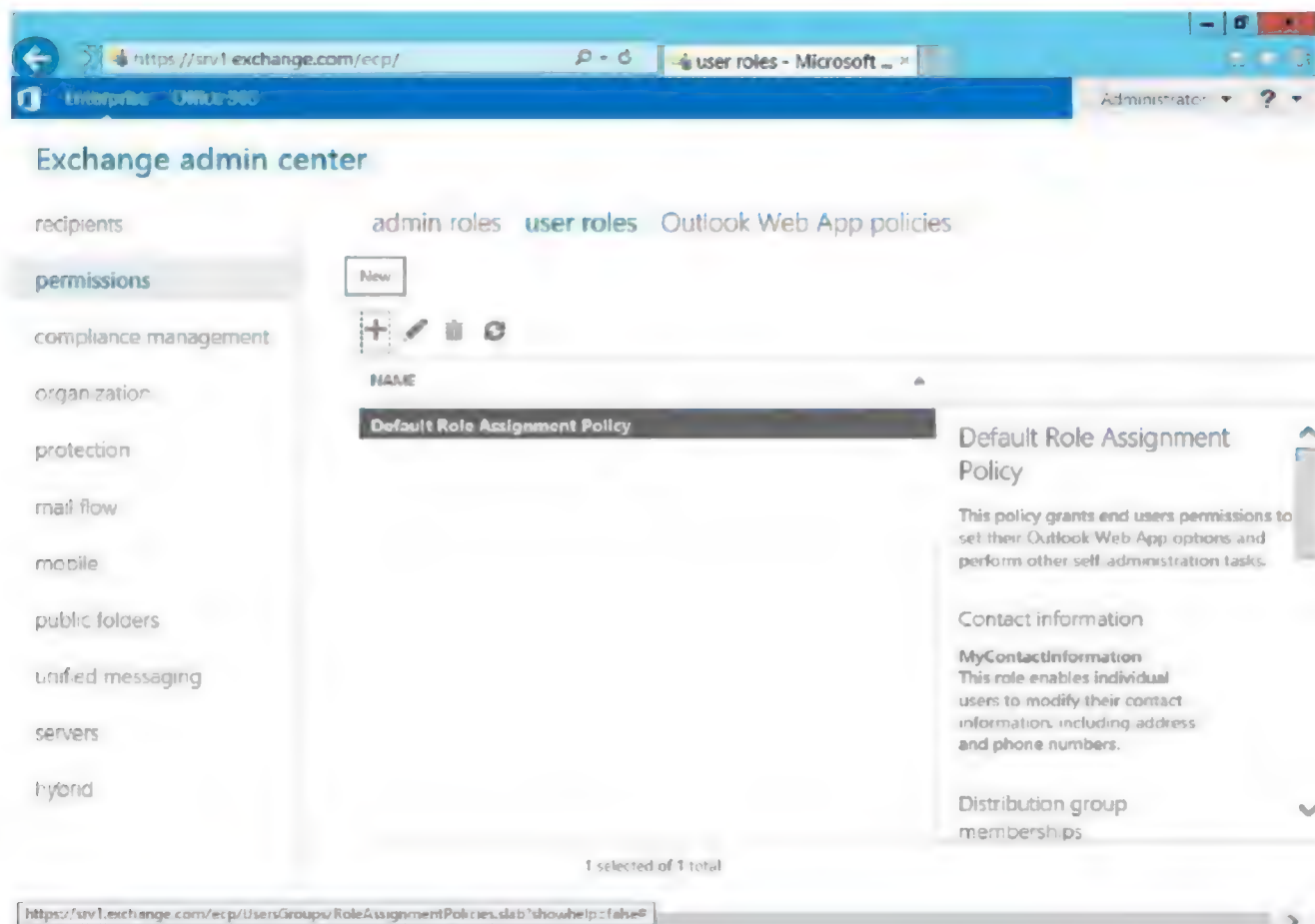
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



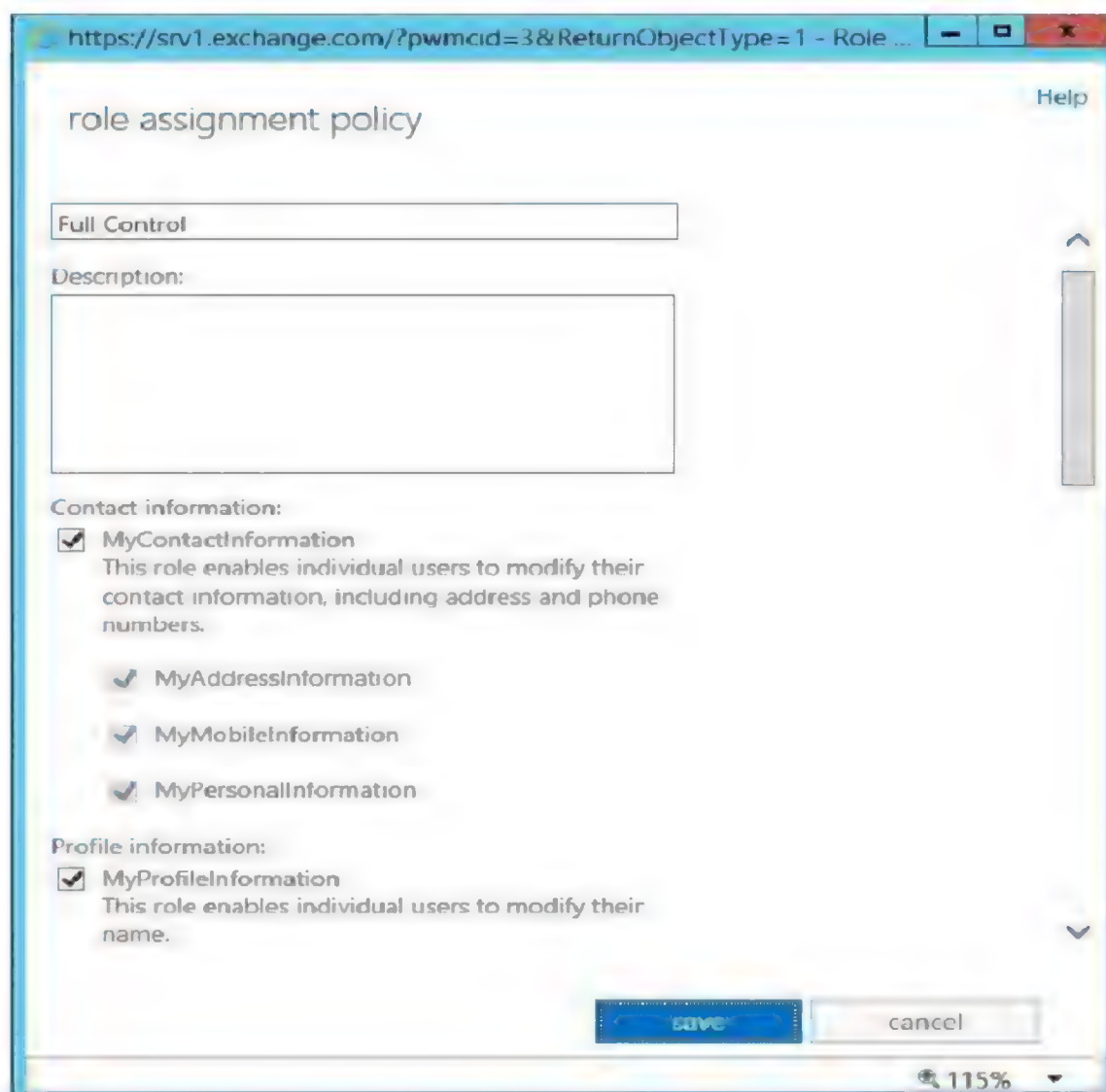
- Enter User Name (Ex: `Administrator@exchange.com`) and Password→click sign in



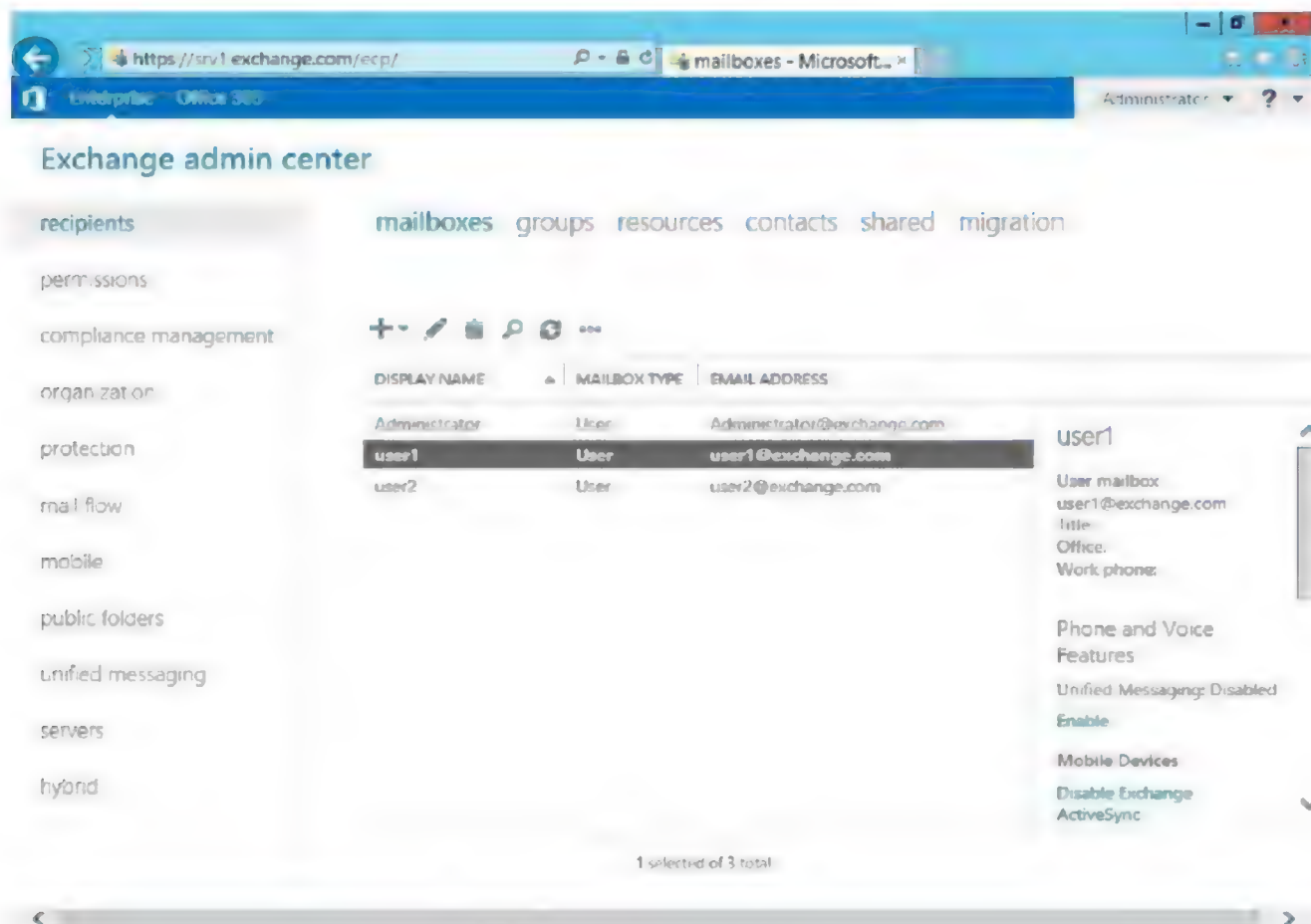
- In **Exchange Admin Center**→select **Permissions**→select **User Roles** tab→click **New**



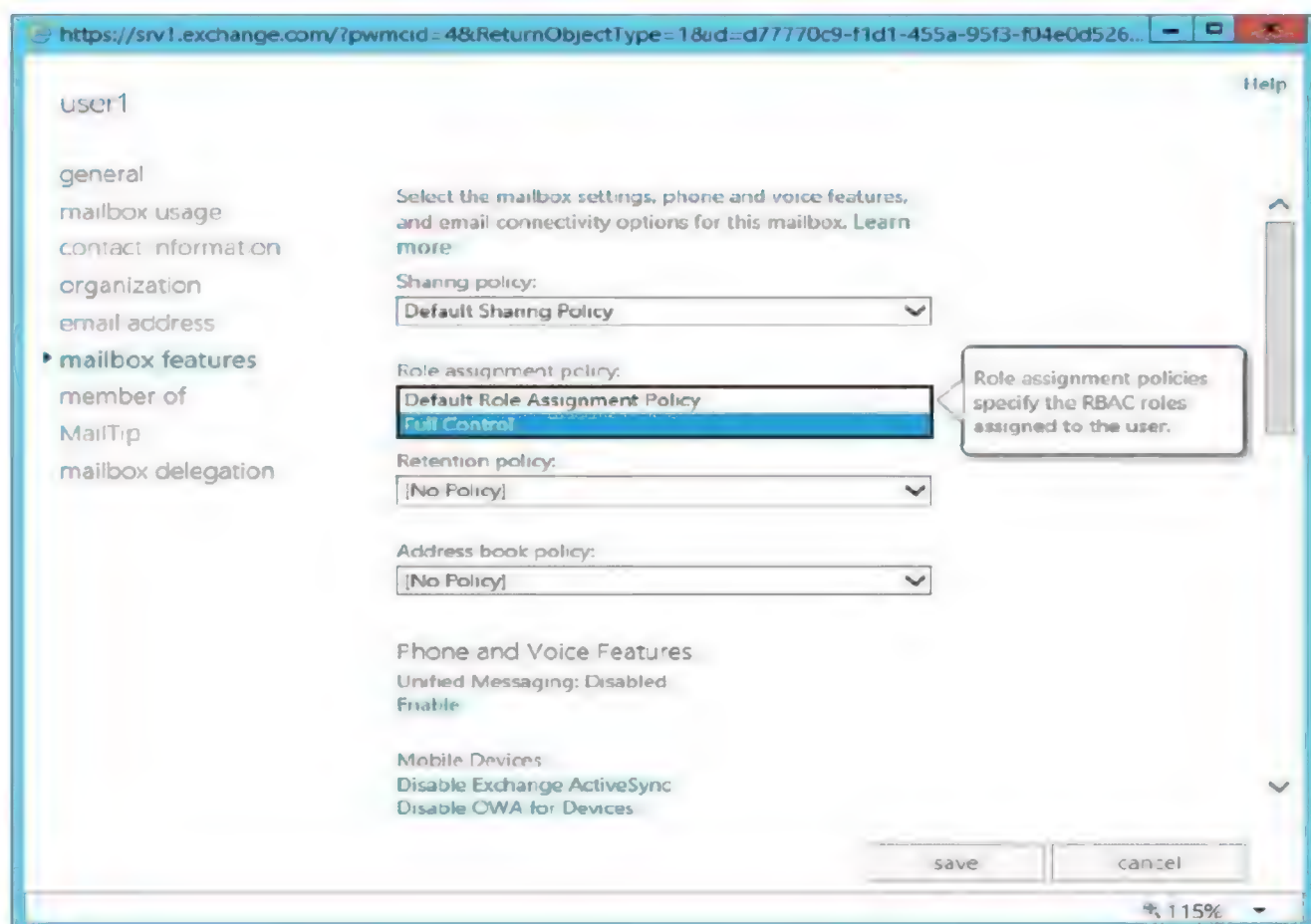
- Enter Policy name (**Ex: Full Control**)→check the box in all options→click **Save**



- Select **Recipients**→select the user (**Ex:User1**)→click **Edit**

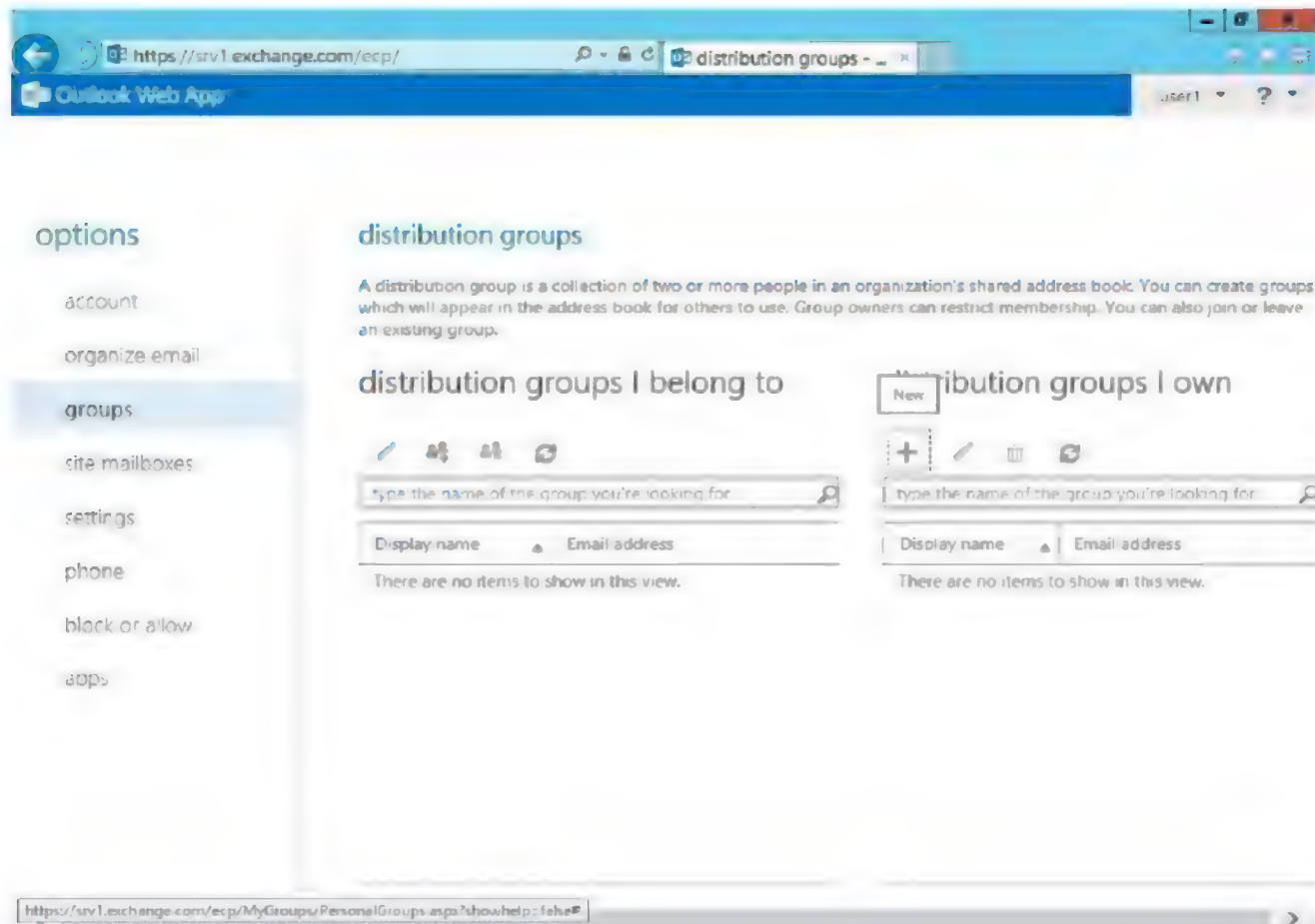


- Select **Mailbox Features**→expand **Role Assignment Policy**→select **Full Control**→click **Save**

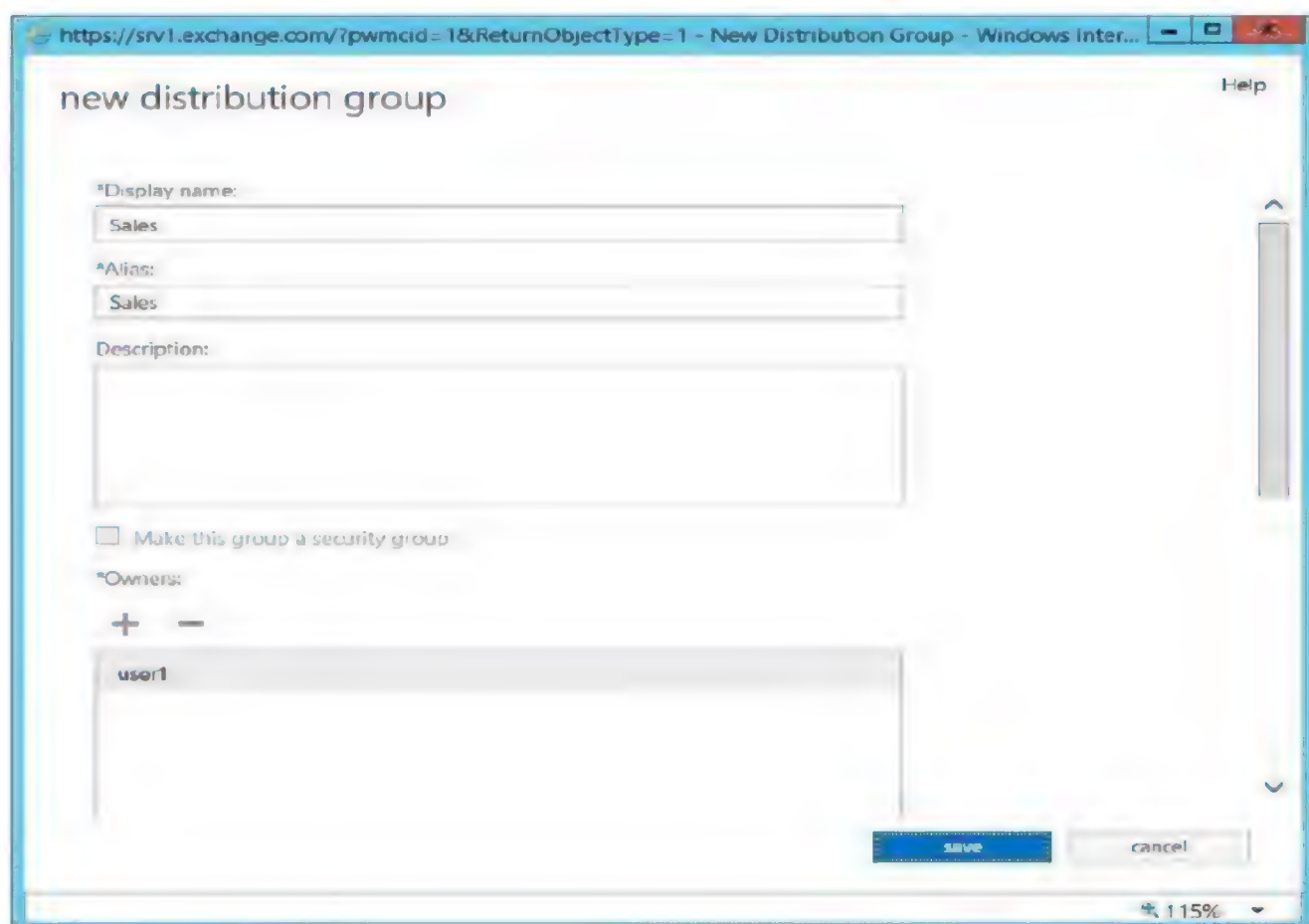


Verification:

- Log in as user (Ex: **User1**) in ECP→select **Groups**→click **New**



- Enter group name (Ex: **Sales**)→click **Save**



Lab – 17: Creating Outlook Web App Mailbox Policy

Objective:

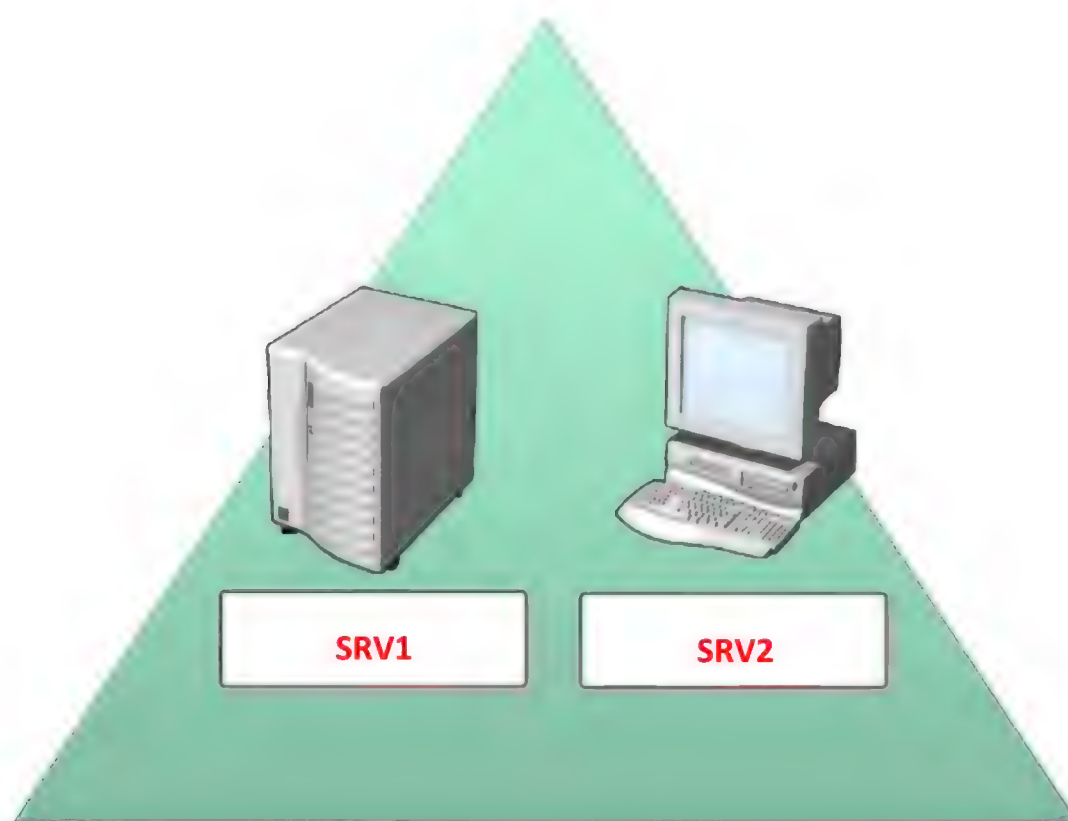
To create a new Outlook Web App Policy for a Mailbox Enabled User

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

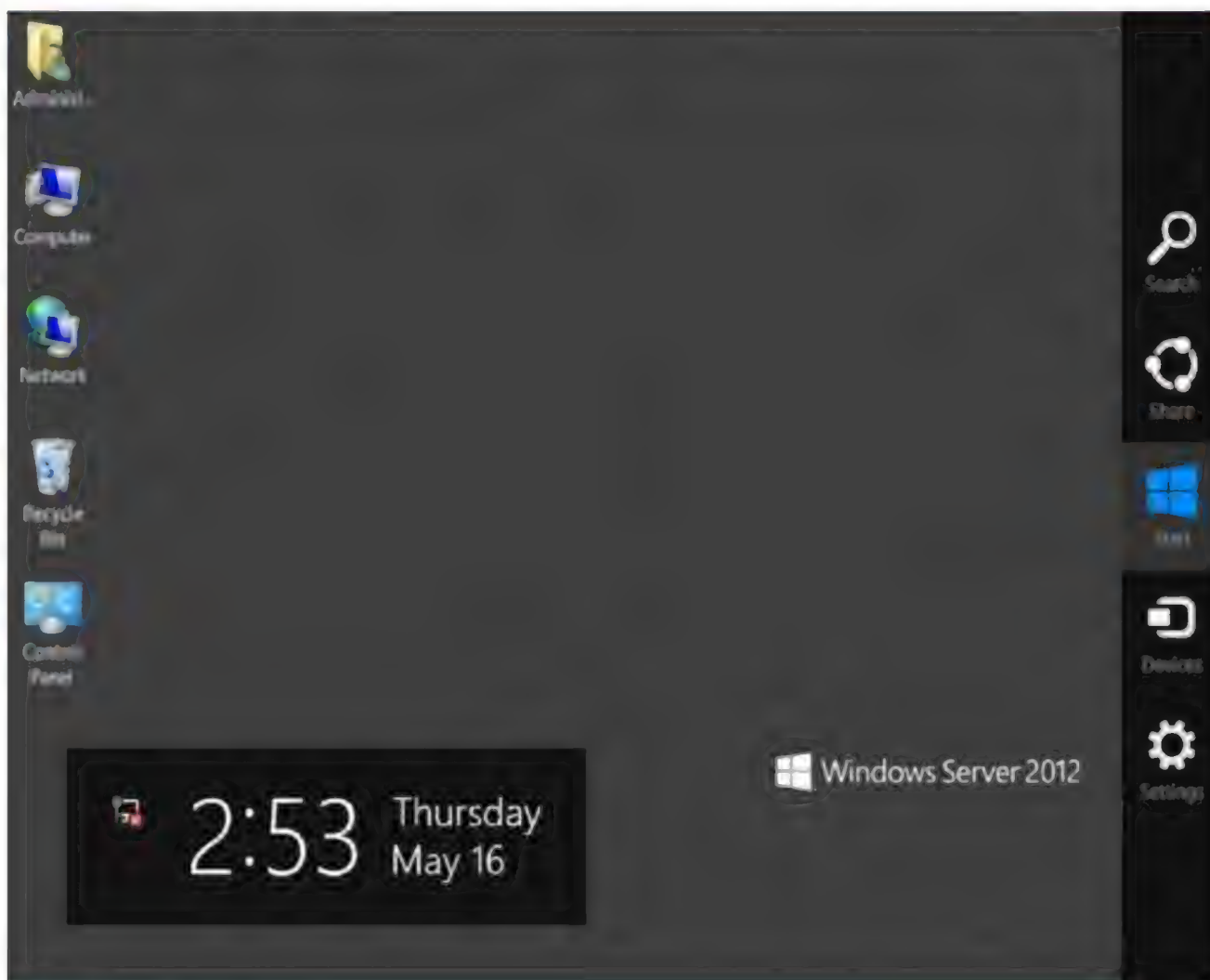
Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



Steps:

- **Start**



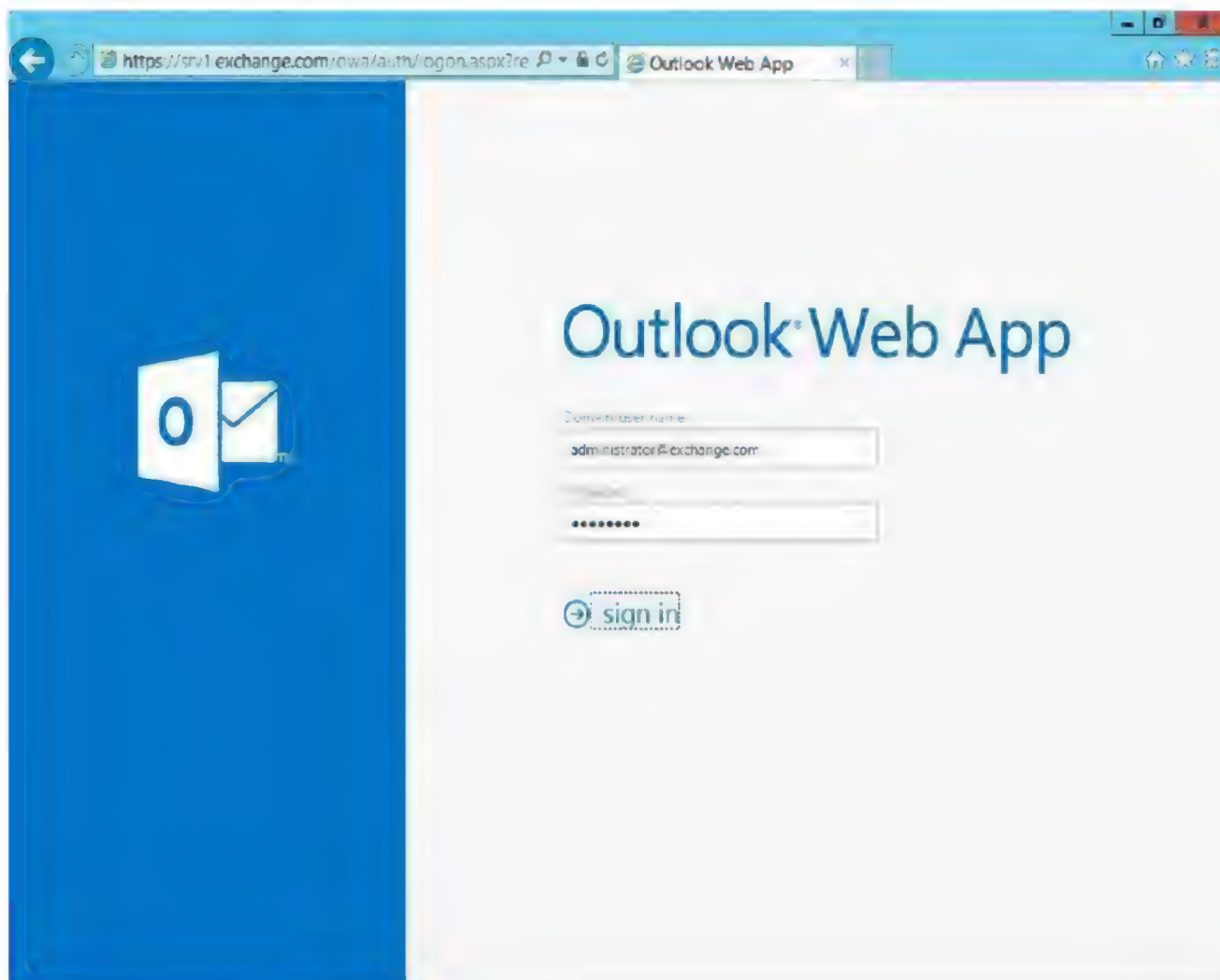
- **Open Internet Explorer**



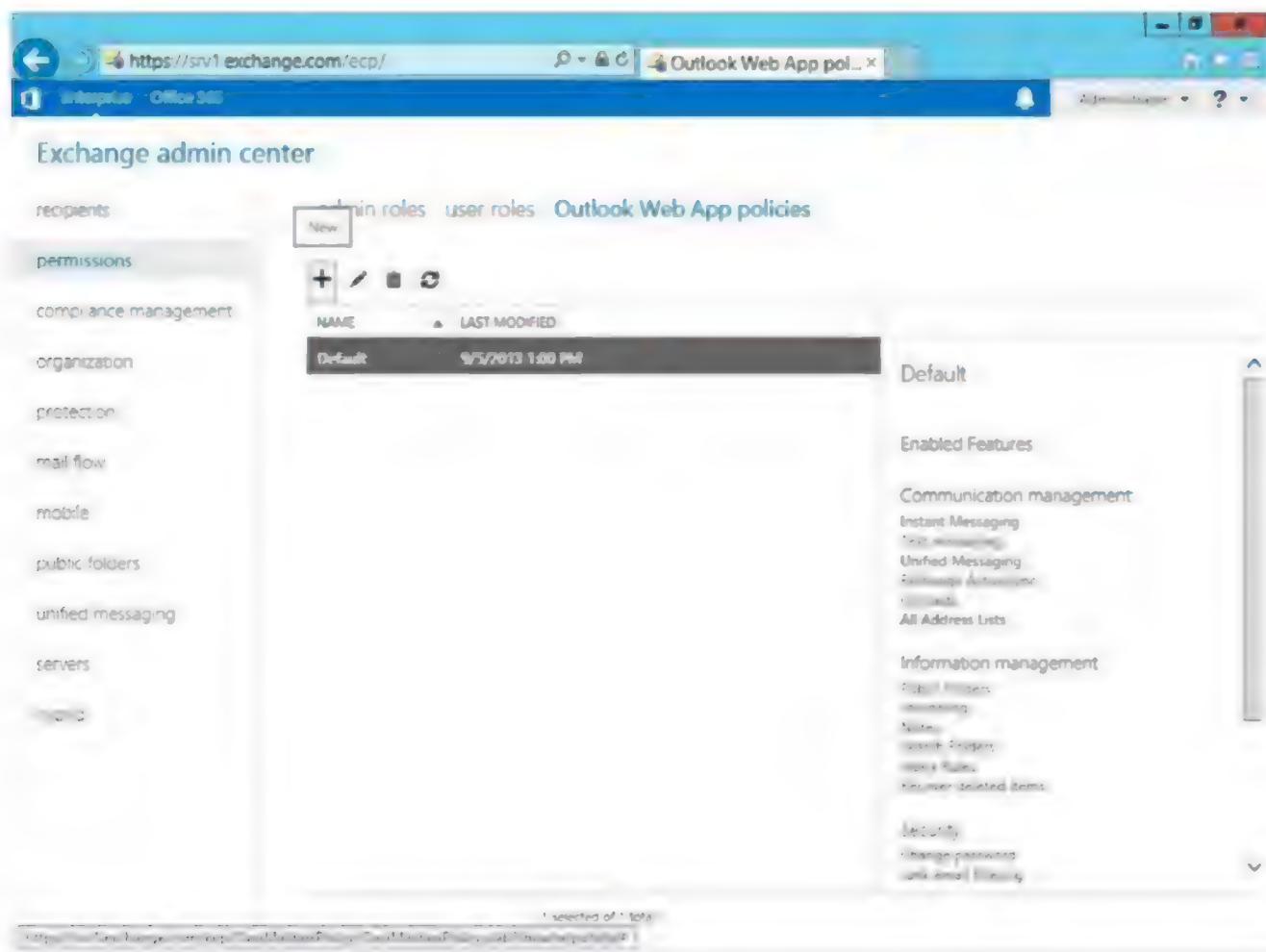
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



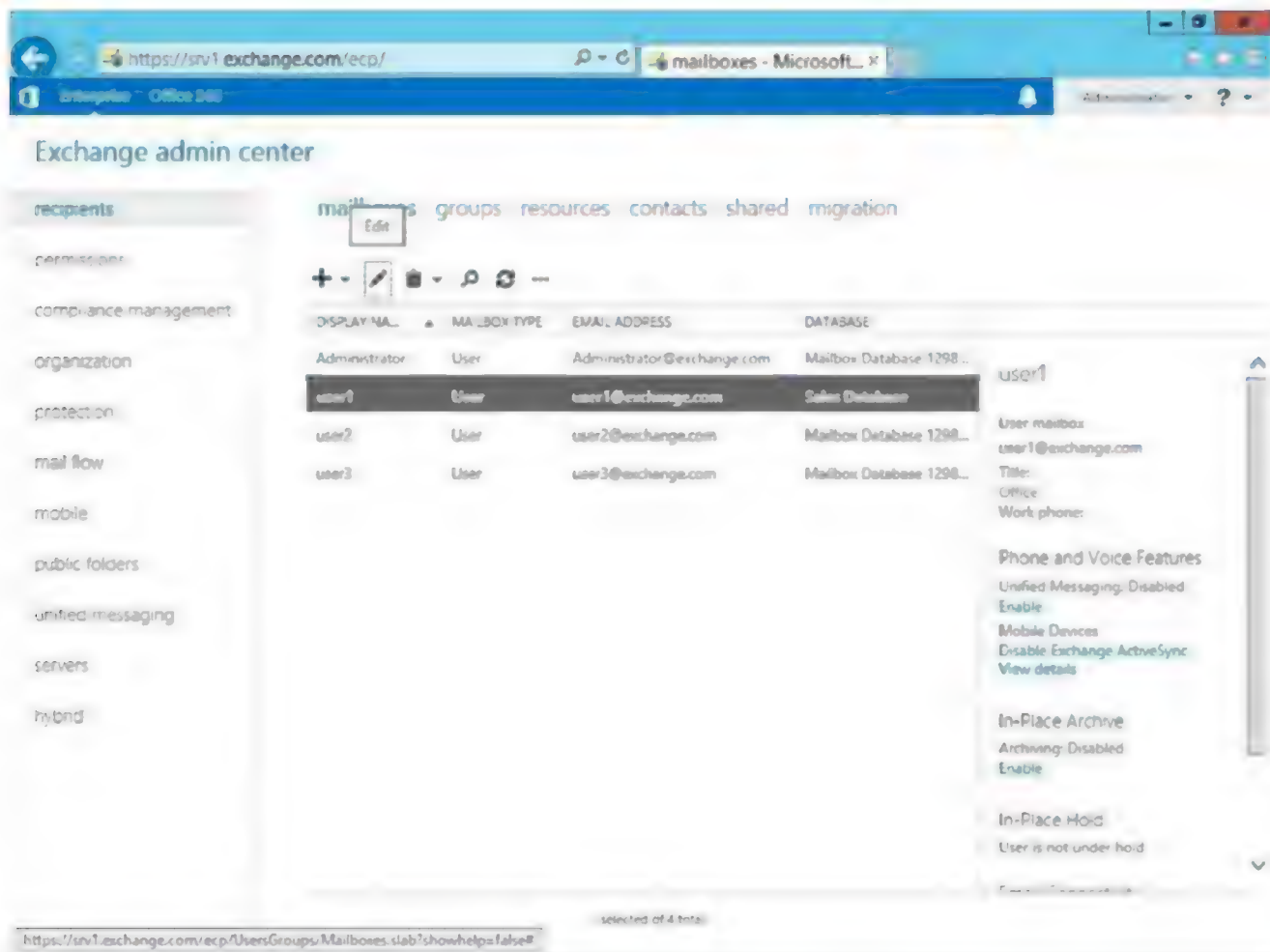
- In **Exchange Admin Center**→select **Permissions**→select **Outlook Web App Policies Roles** tab→click **New**



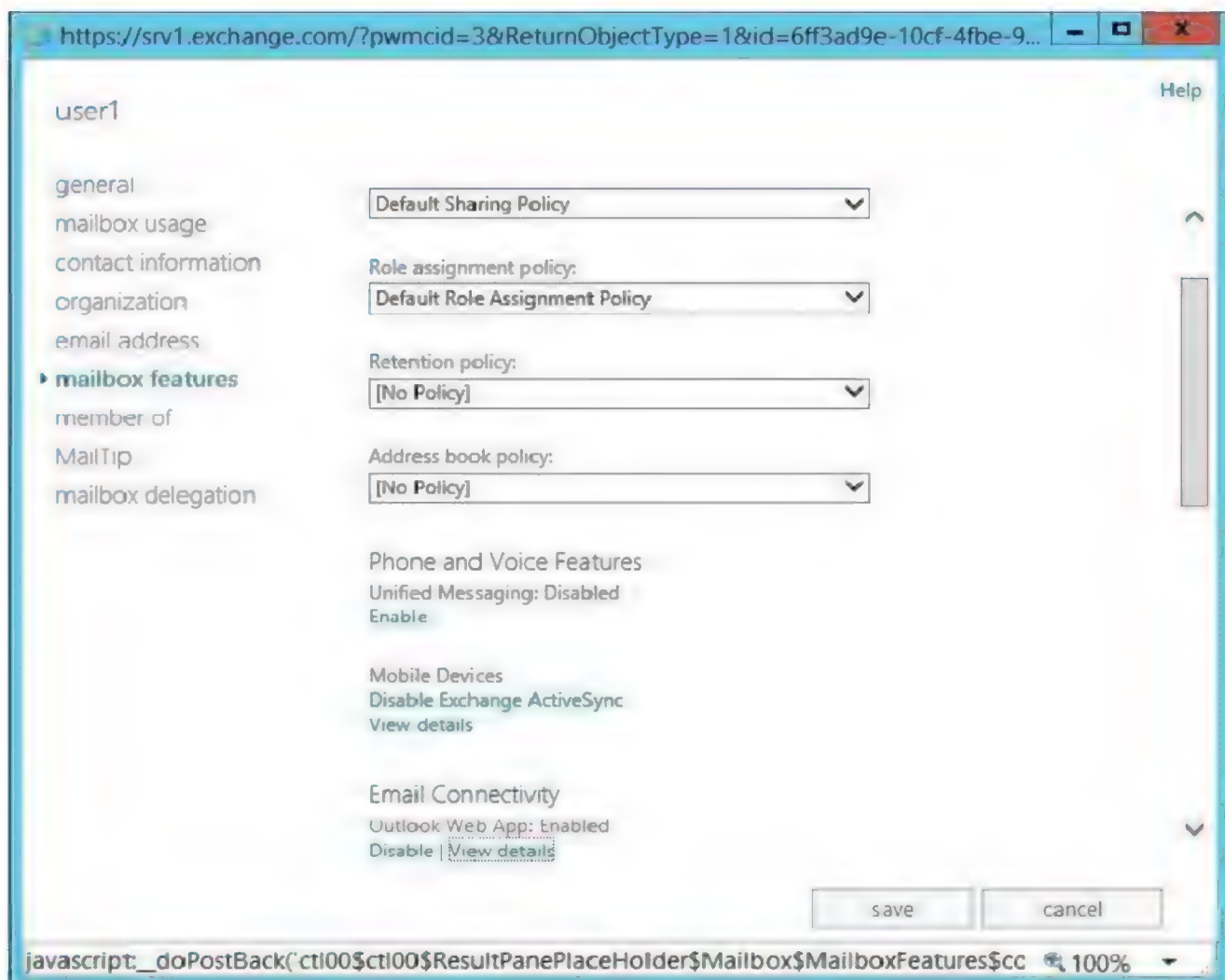
- Enter Policy Name (Ex:-**User1 Web App Policy**)→Uncheck the box **Change Password**→click **Save**



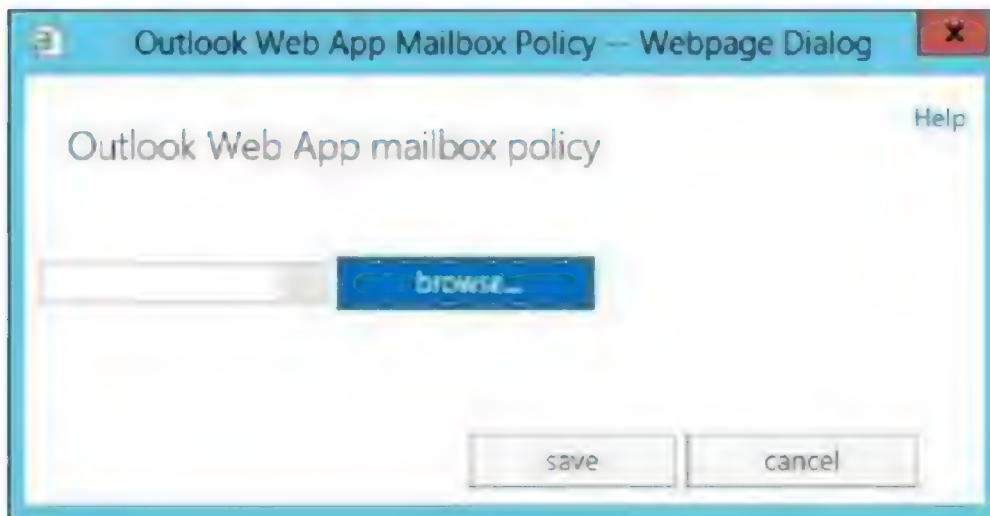
- Select **Recipients**→Select the user (Ex:-User1)→Click **Edit**



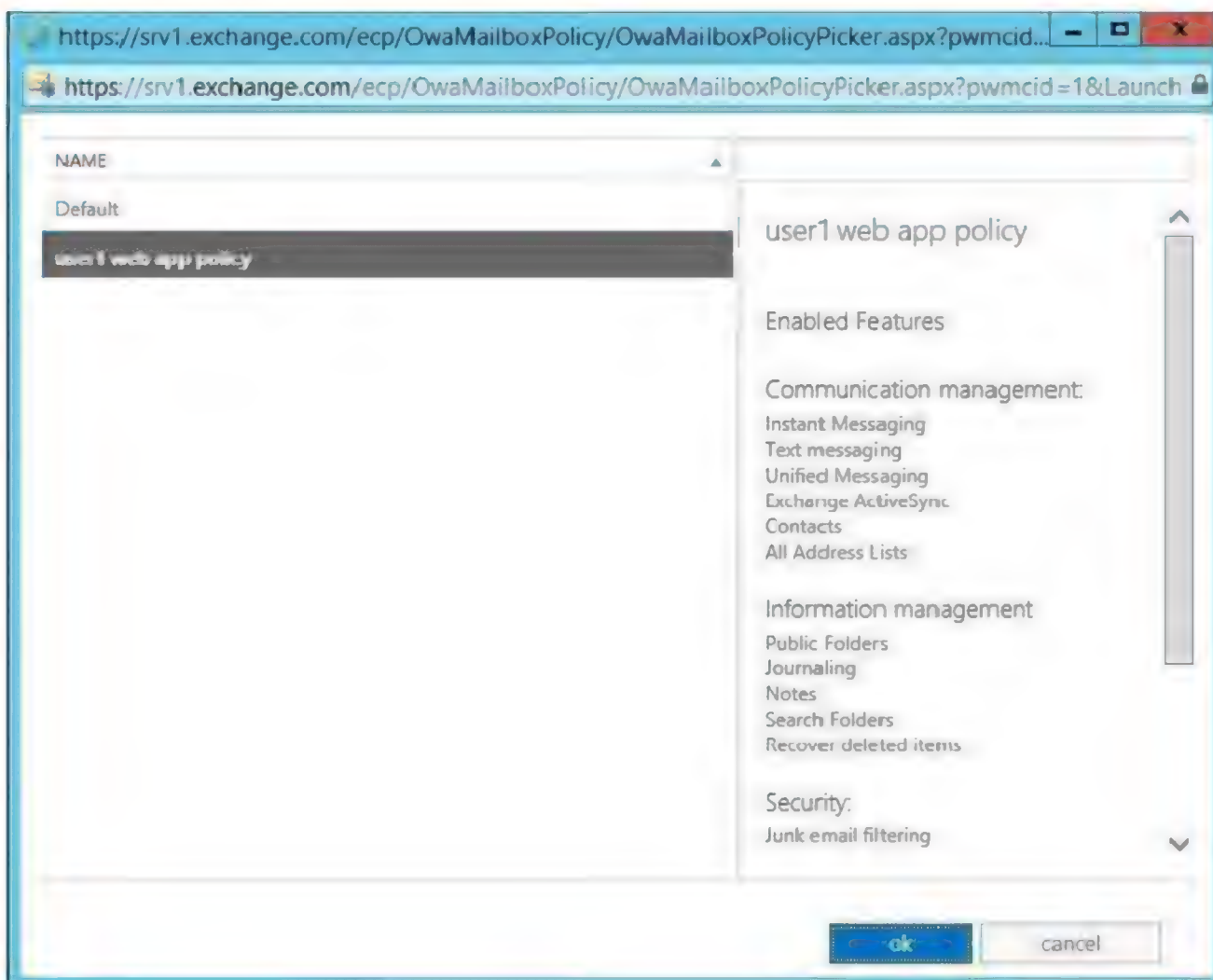
- Select **Mailbox Features**→Click **View Details in Email Connectivity**



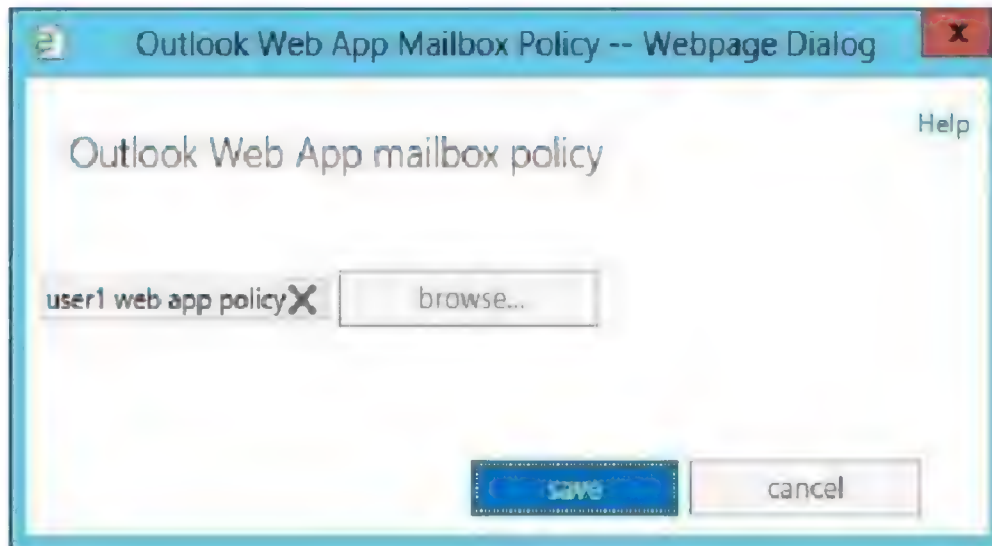
- Click **Browse**



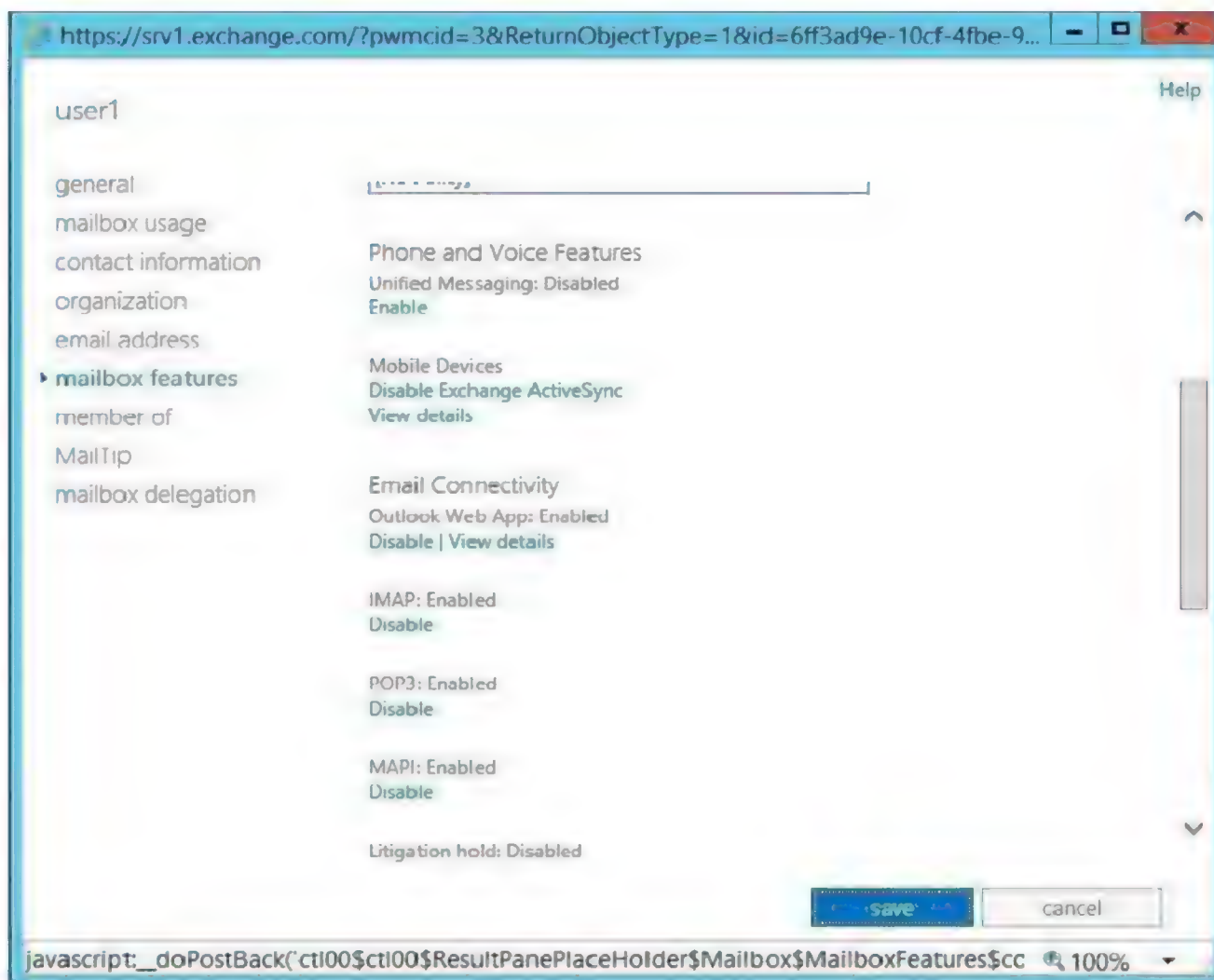
- Select **User Web App Policy**→Click **Ok**



- Click **Save**

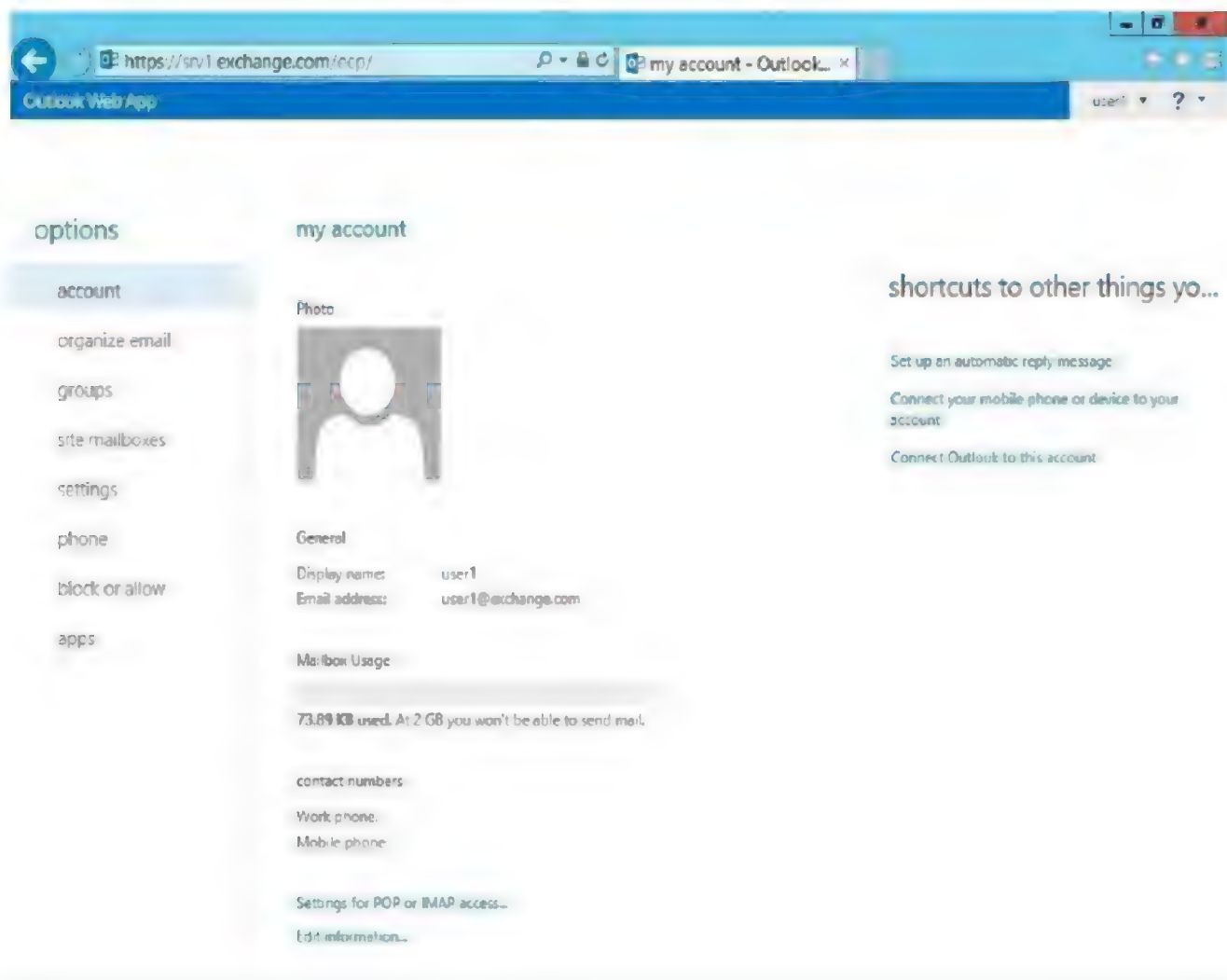


- Click **Save**



Verification:

- Login as **User1** in **ECP** & verify **Change Password** option is disabled



Lab – 18: Configuring Transport Rules

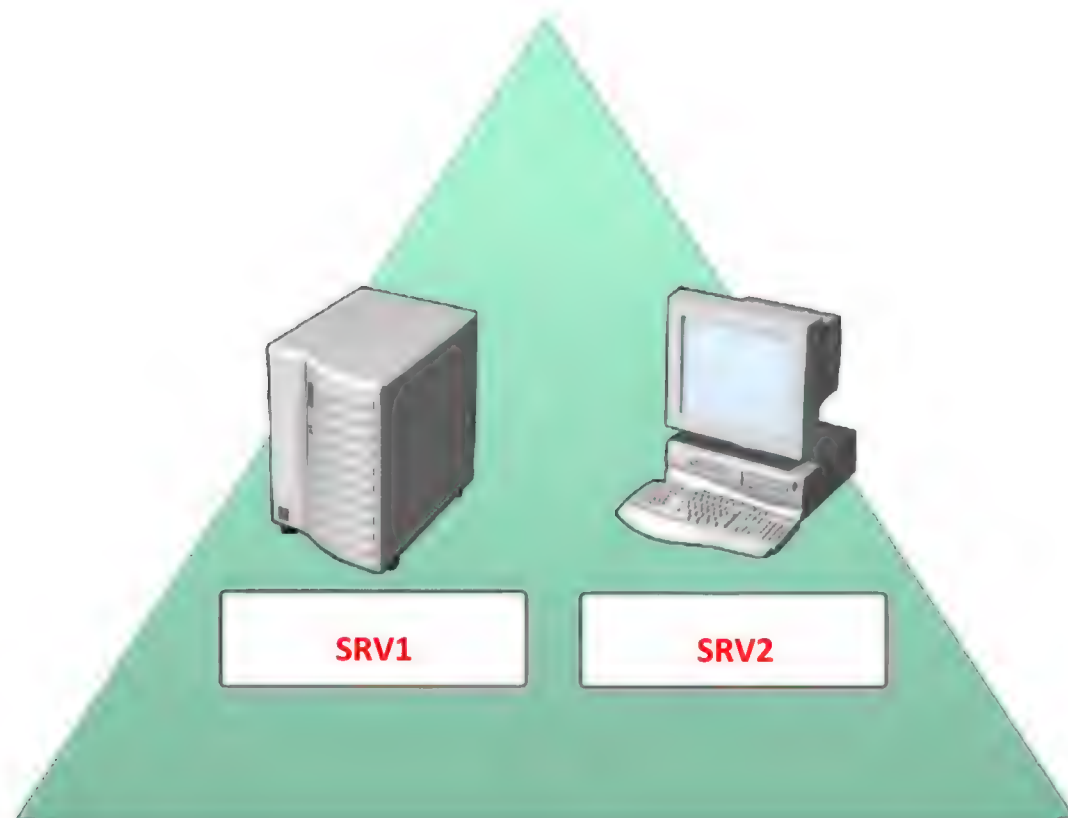
Objective: To track user emails for monitoring

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

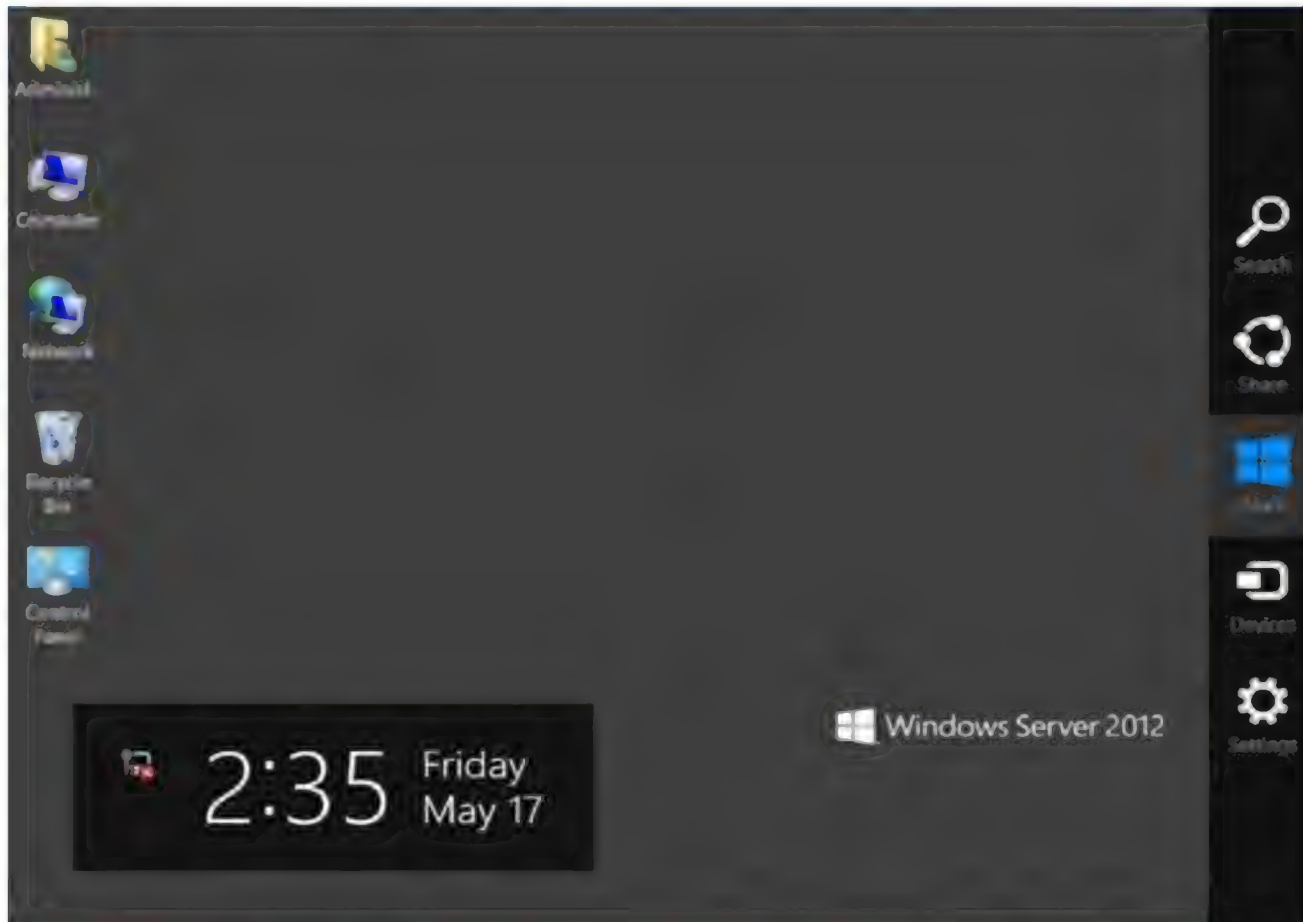
Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



Steps:

- **Start**



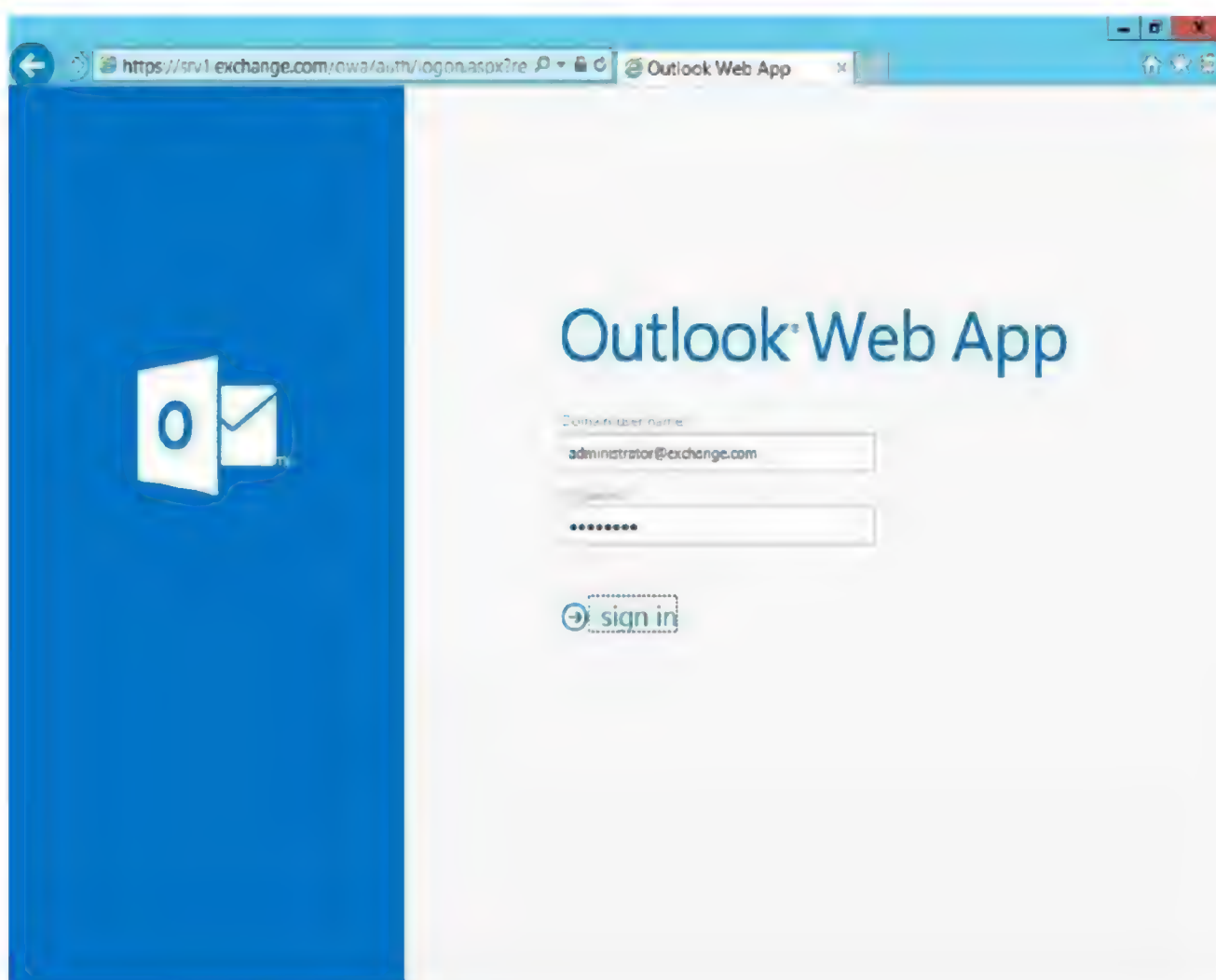
- **Open Internet Explorer**



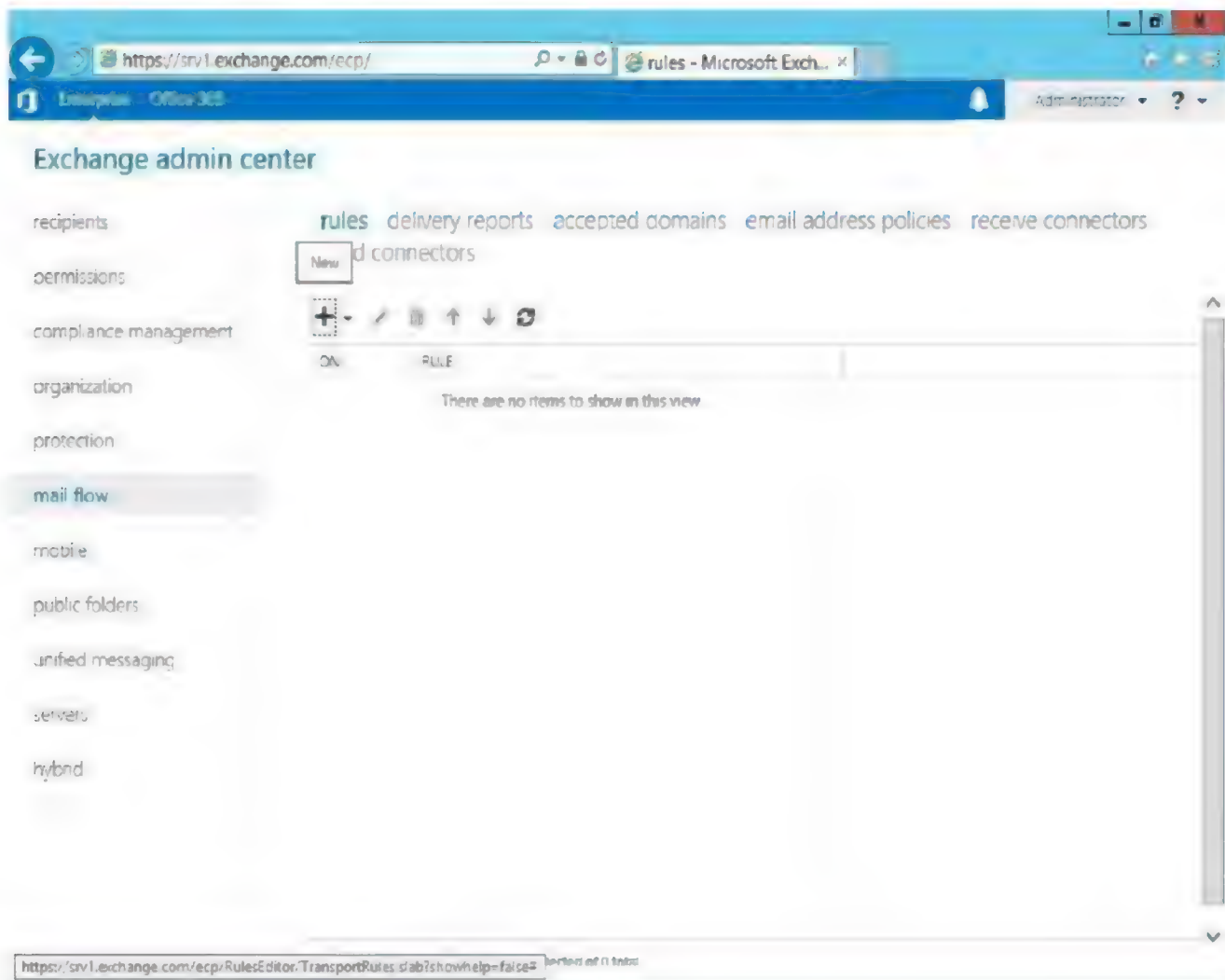
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



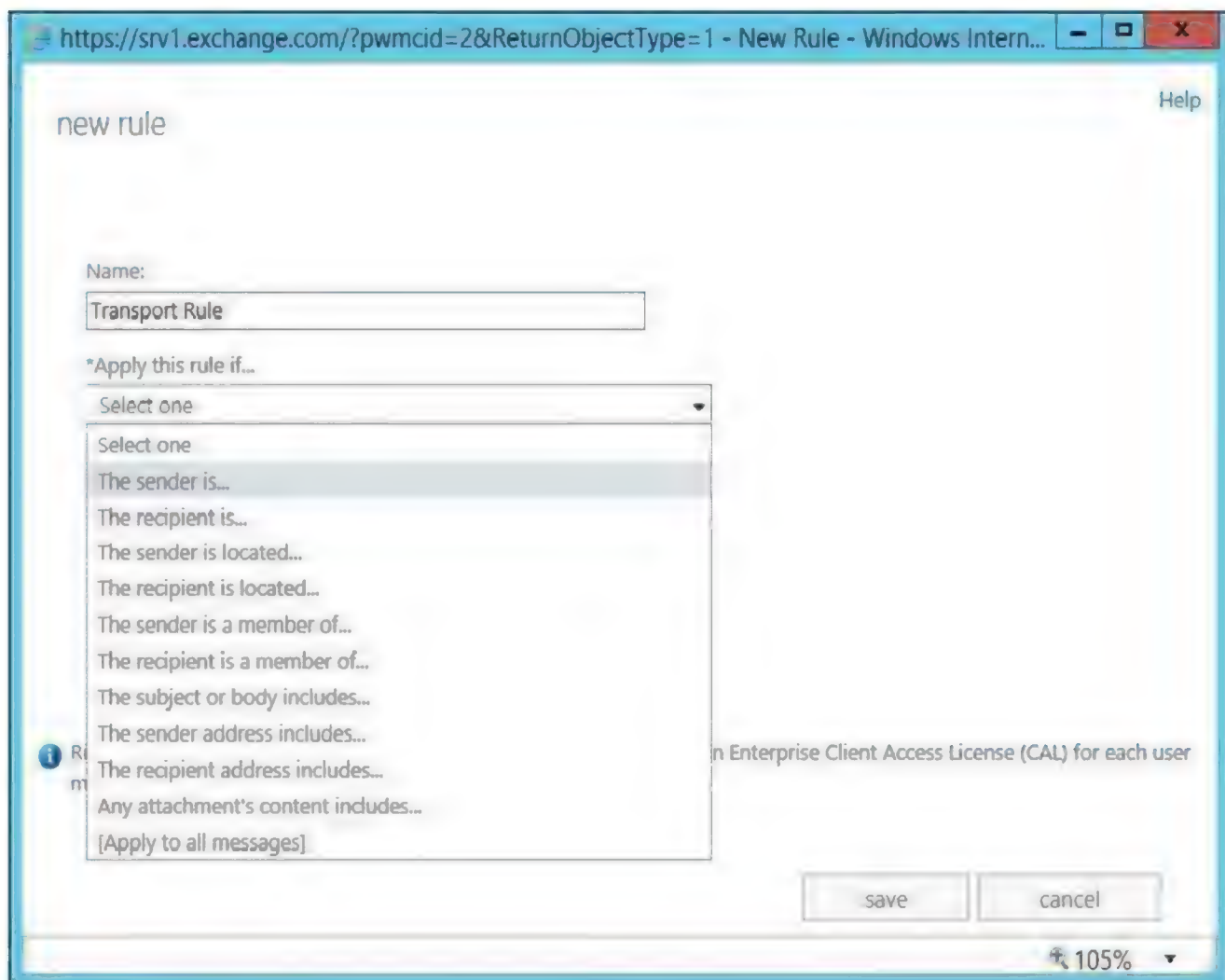
- Enter **User Name** and **Password**→click **Sign In**



- In **EAC**→select **Mail flow**→select **Rules**→click **New (+)**



- Enter Name (**Ex: Transport Rule**)→in **Apply this rule if**, expand it→select **The Sender is**



- Select Users (Ex: **User1**)→click **Add**→click **Ok**

https://srv1.exchange.com/?pwmcid=1&Launcher=...

Help

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com

1 selected of 5 total

Select a user from the list and click Add. To add recipients who aren't on the list, type their email addresses and click Check names.

add -> user1 [remove];

check names

ok cancel

- In Do the following, expand it→select **BCC** the message to

https://srv1.exchange.com/?pwmcid=2&ReturnObjectType=1 - New Rule - Windows Intern...

Help

new rule

Name:
Transport Rule

*Apply this rule if...
The sender is... 'user1'

*Do the following...
Select one
Select one
Forward the message for approval to...
Redirect the message to...
Reject the message with the explanation...
Delete the message without notifying anyone
Bcc the message to...
Append the disclaimer...

save cancel

105%

- Click **Select People**

new rule

Name:
Transport Rule

*Apply this rule if...
The sender is... user1

*Do the following...
Bcc the message to... Select people...

More options...

Rights Management Service (RMS) is a premium feature that requires an Enterprise Client Access License (CAL) for each user mailbox. [Learn more](#)

save cancel

105%

- Select User (Ex: **MD**)→click **Add**→click **OK**→click **Save**

https://srv1.exchange.com/?pwmcid=3&Launcher=...

Help

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com

1 selected of 5 total

Select a user from the list and click Add. To add recipients who aren't on the list, type their email addresses and click Check names.

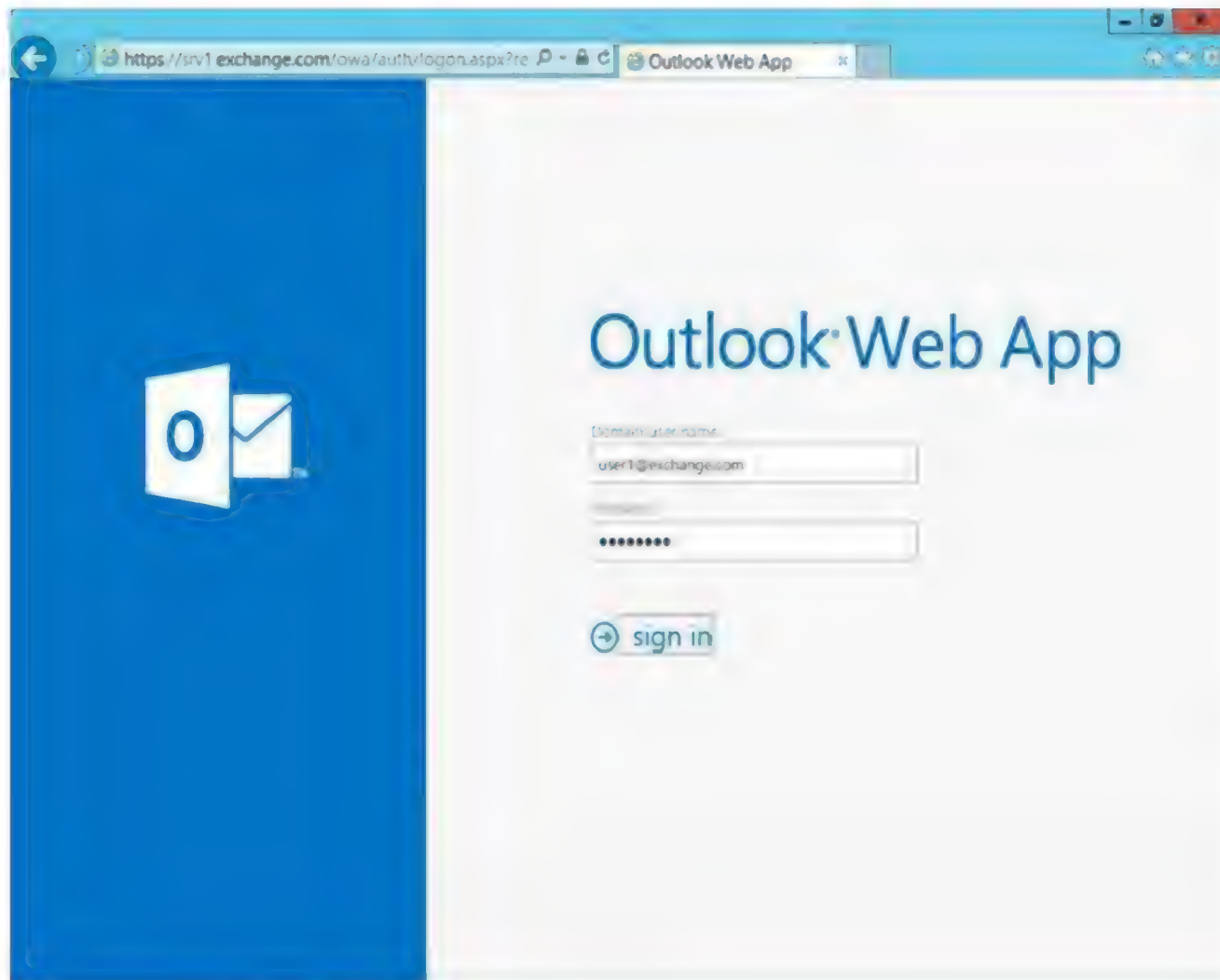
add -> md(remove);

check names

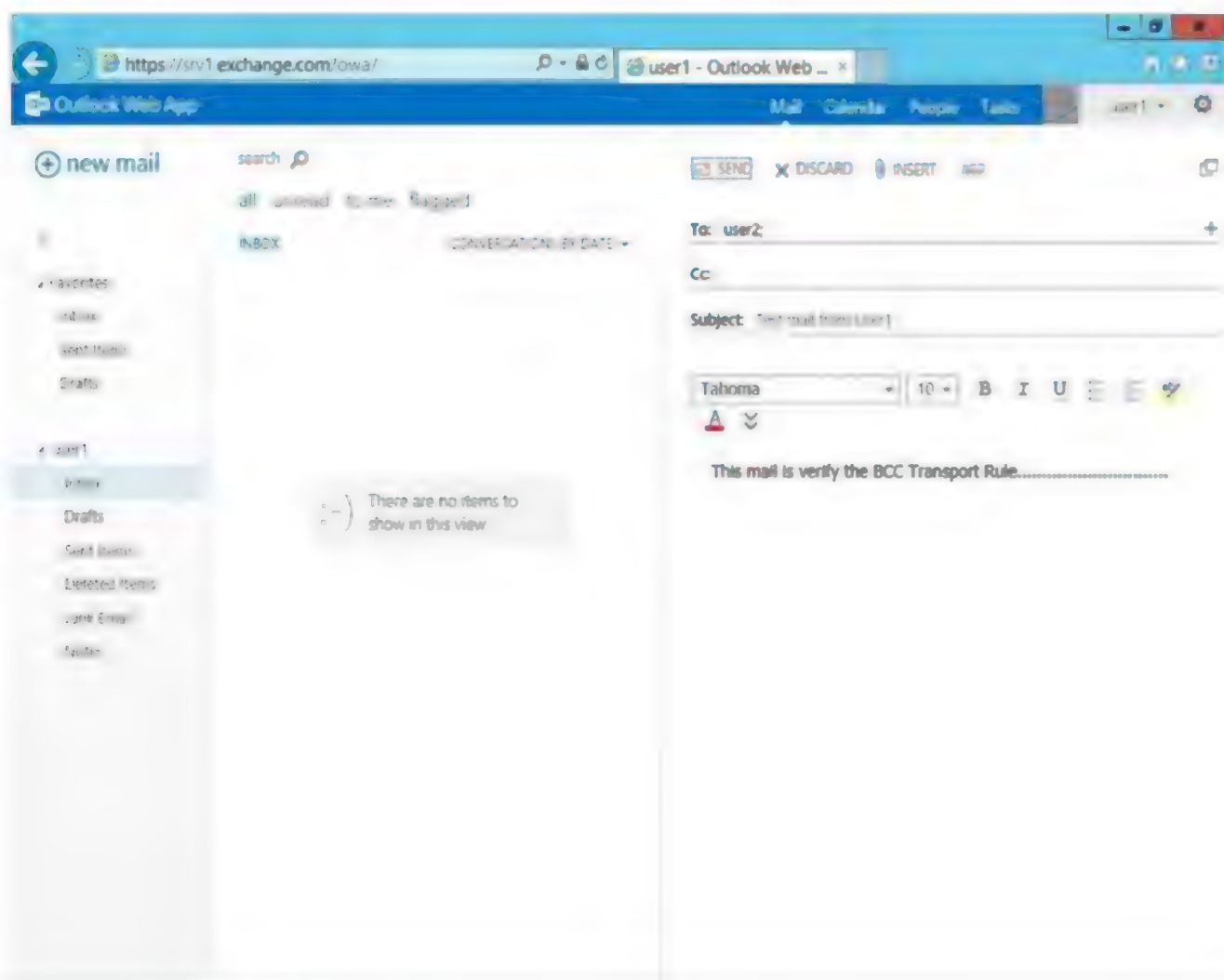
OK cancel

Verification:

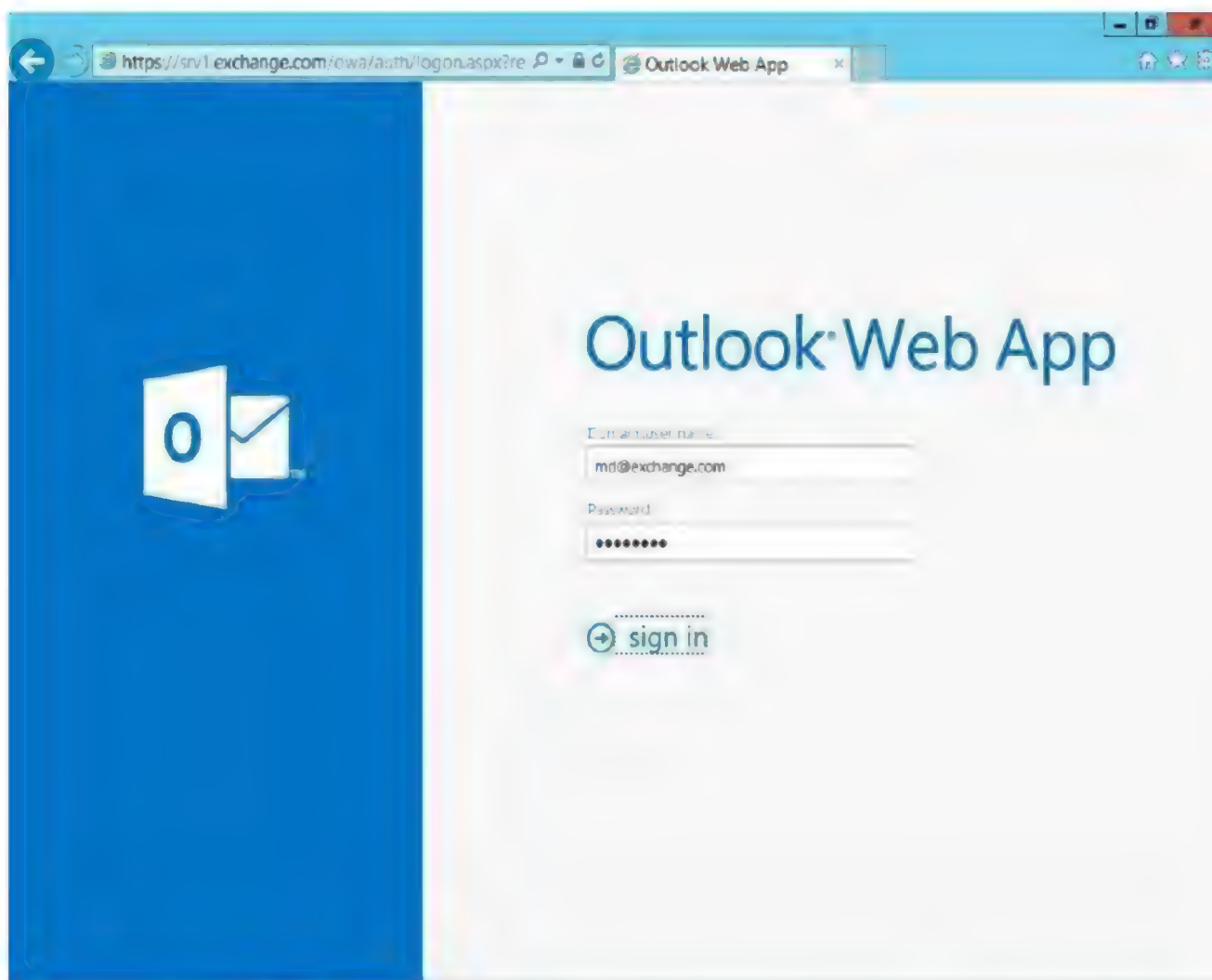
- Login as user (Ex: **user1**)



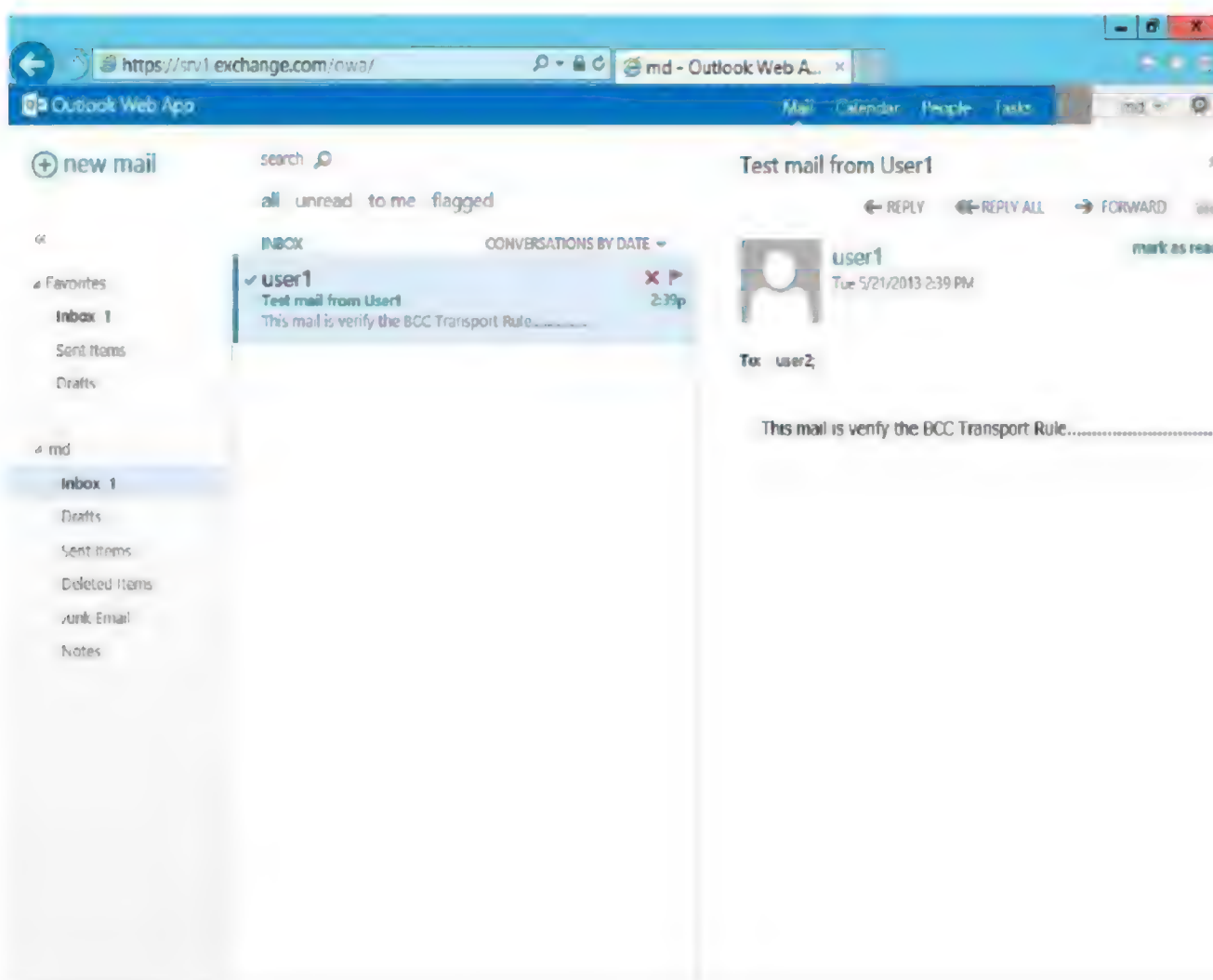
- Click **New mail**→send a message to **User2**



- Log in as to the mailbox of **MD**



- Verify for the mail sent by **User1** only to **User2** automatically received by **MD**.



Lab – 19: Creating Delivery Reports

Objective:

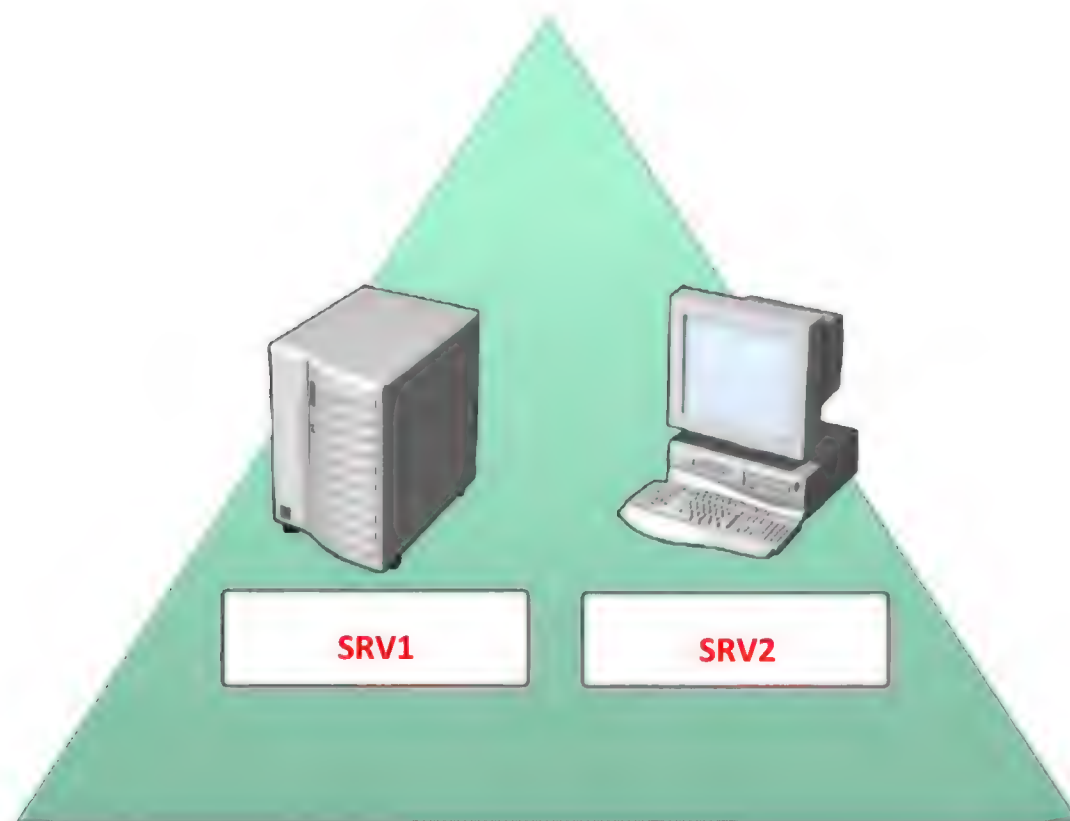
To track the user's deleted emails for monitoring

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

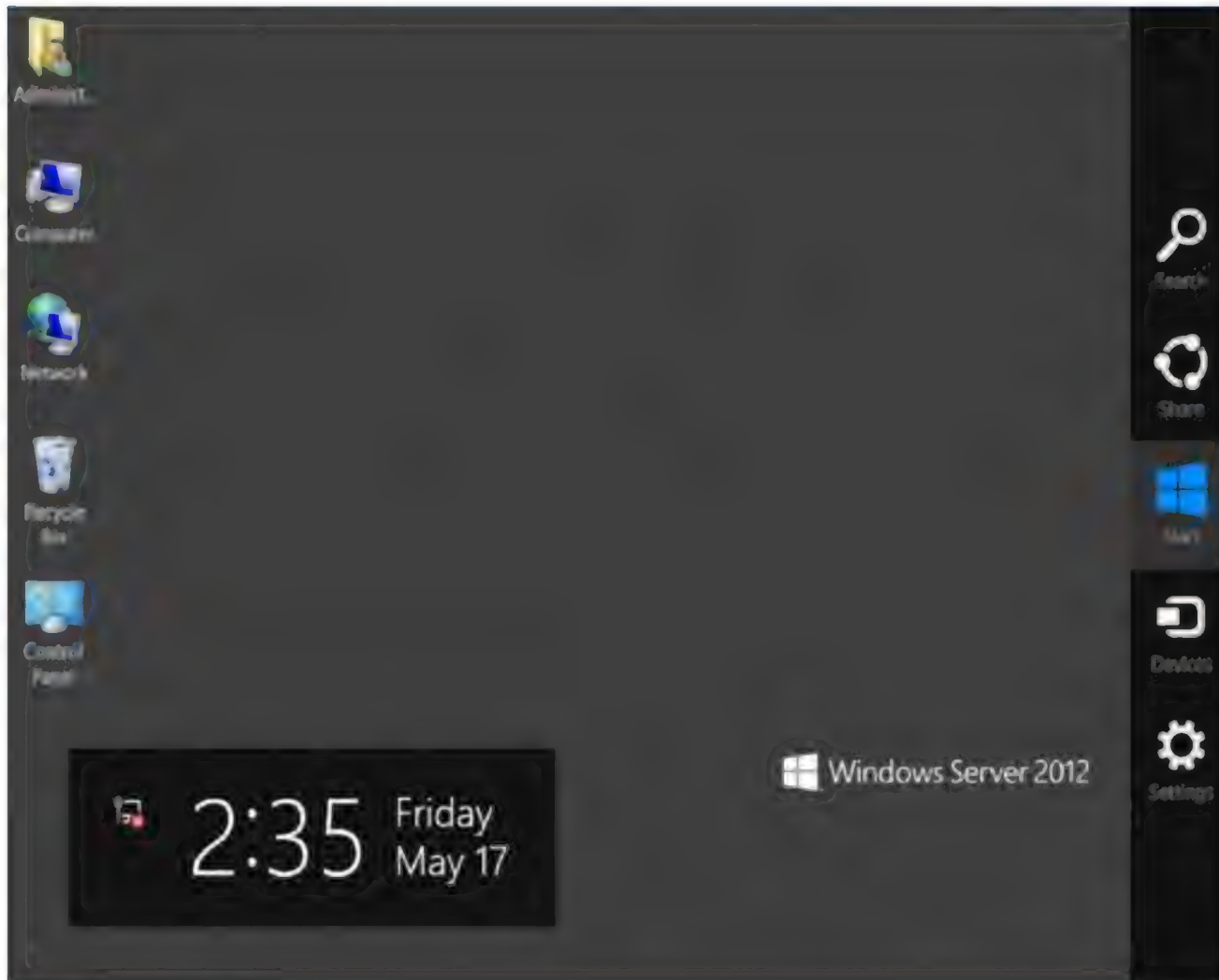
SRV2

Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



- **Open Internet Explorer**

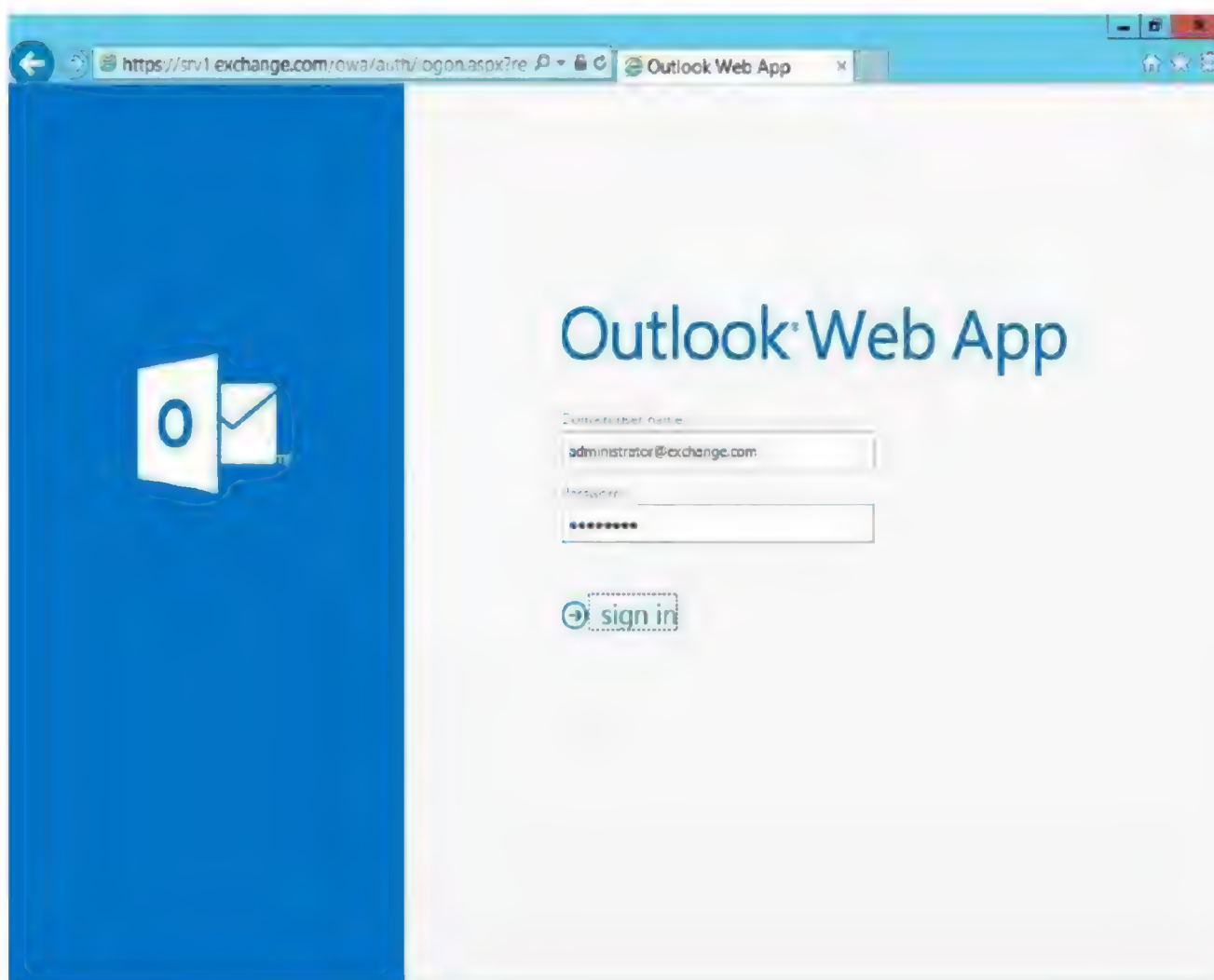


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)



- Enter **User Name and Password**→click **sign in**



- In EAC→select **Mail flow**→select **Delivery reports**→click **Browse**

Exchange admin center

recipients rules **delivery reports** accepted domains email address policies receive connectors
send connectors

permissions

compliance management

organization

protection

mail flow

mobile

public folders

unified messaging

servers

hybrid

Search for delivery information about messages sent to or from a specific person. You can narrow the search to messages with certain keywords in the subject.

*Mailbox to search:
[dropdown] **browse...**

Search for messages sent to:
☒ [dropdown] select users...

Search for messages received from:
☐ [dropdown] select a user

Search for these words in the subject line:
[text box]

[search] [clear]

Search results:

FROM	TO	SUBJECT	SENT TIME
There are no items to show in this view.			

0 selected of 0 total

- Select user (Ex: **User1**)→click **Ok**

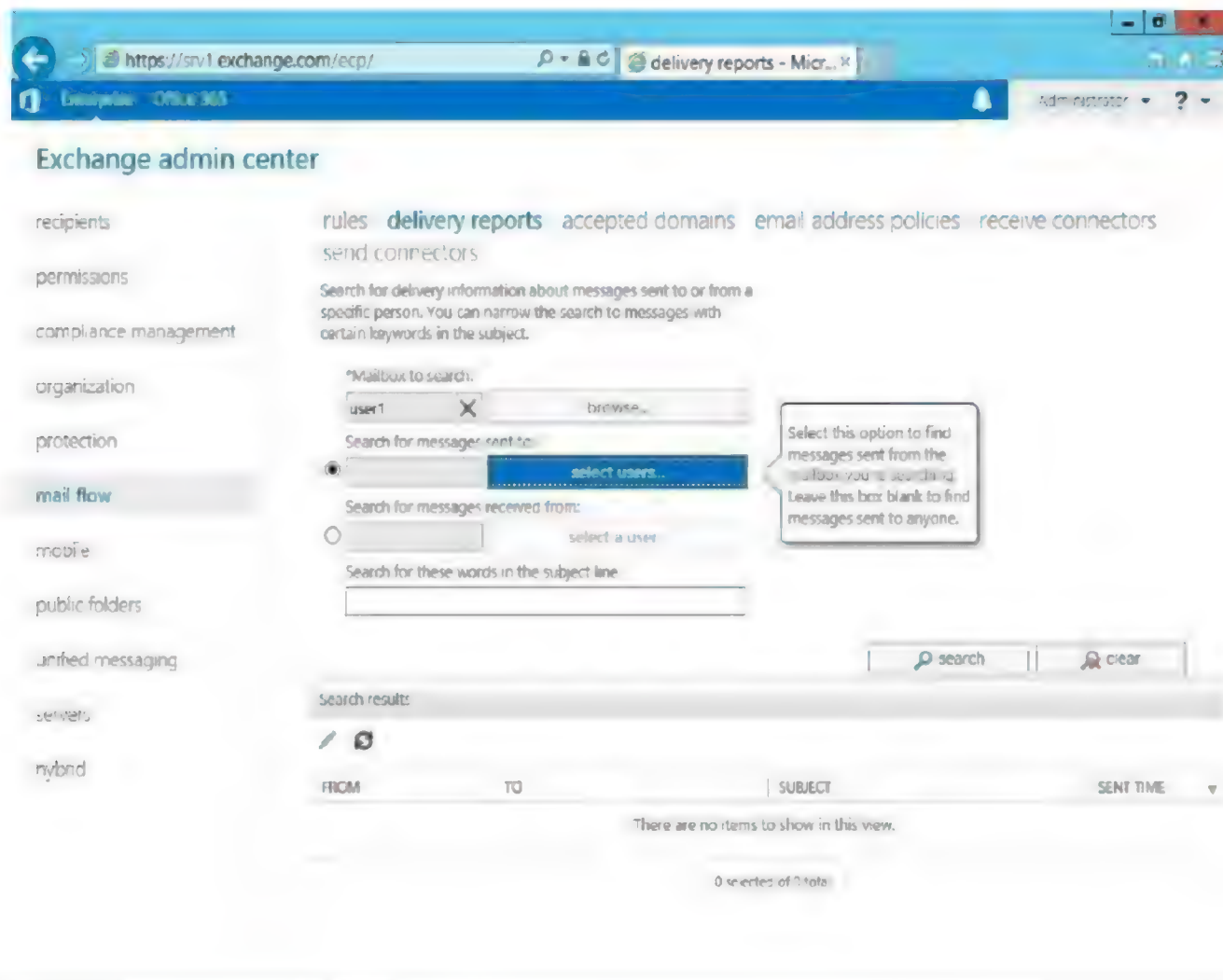
https://srv1.exchange.com/?pwmcid=1&Launcher=...

Help

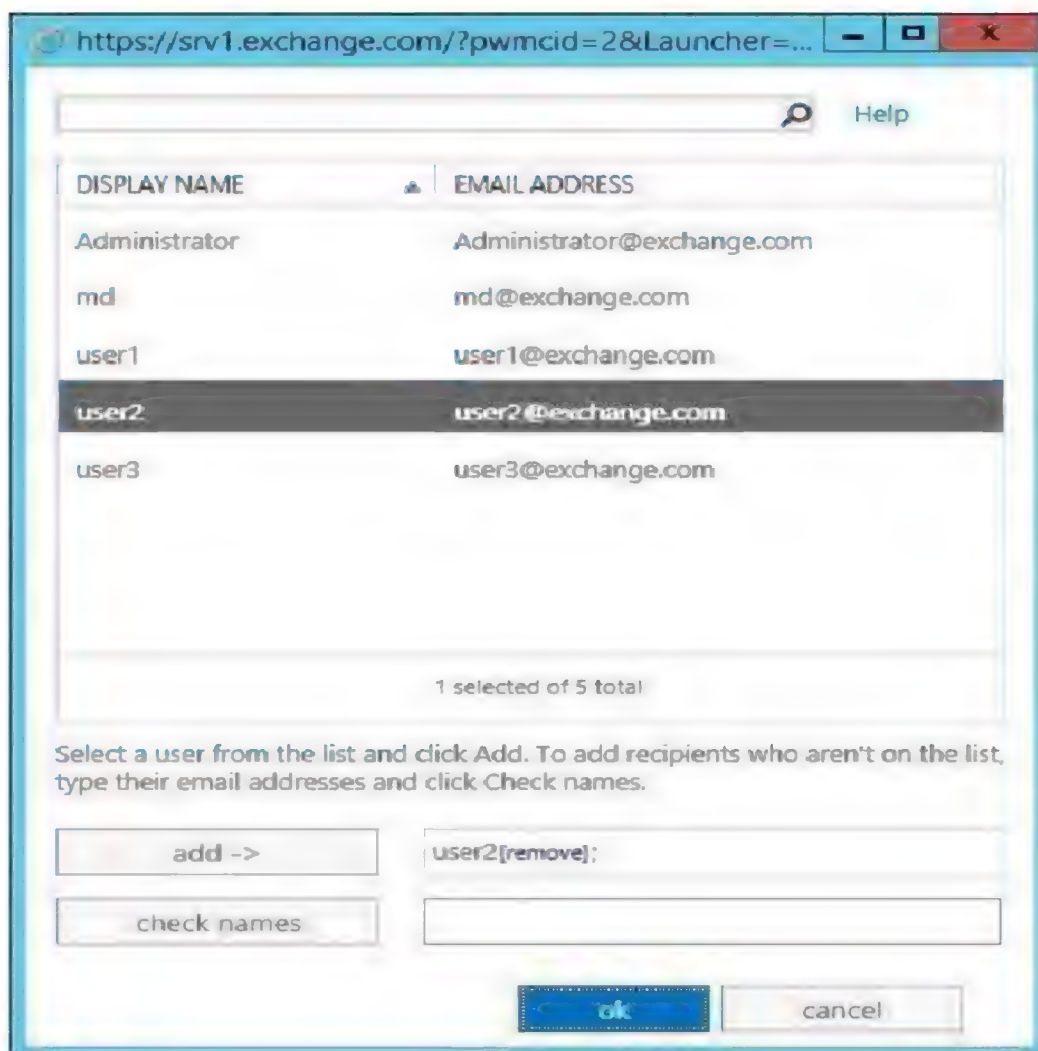
DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com

ok cancel

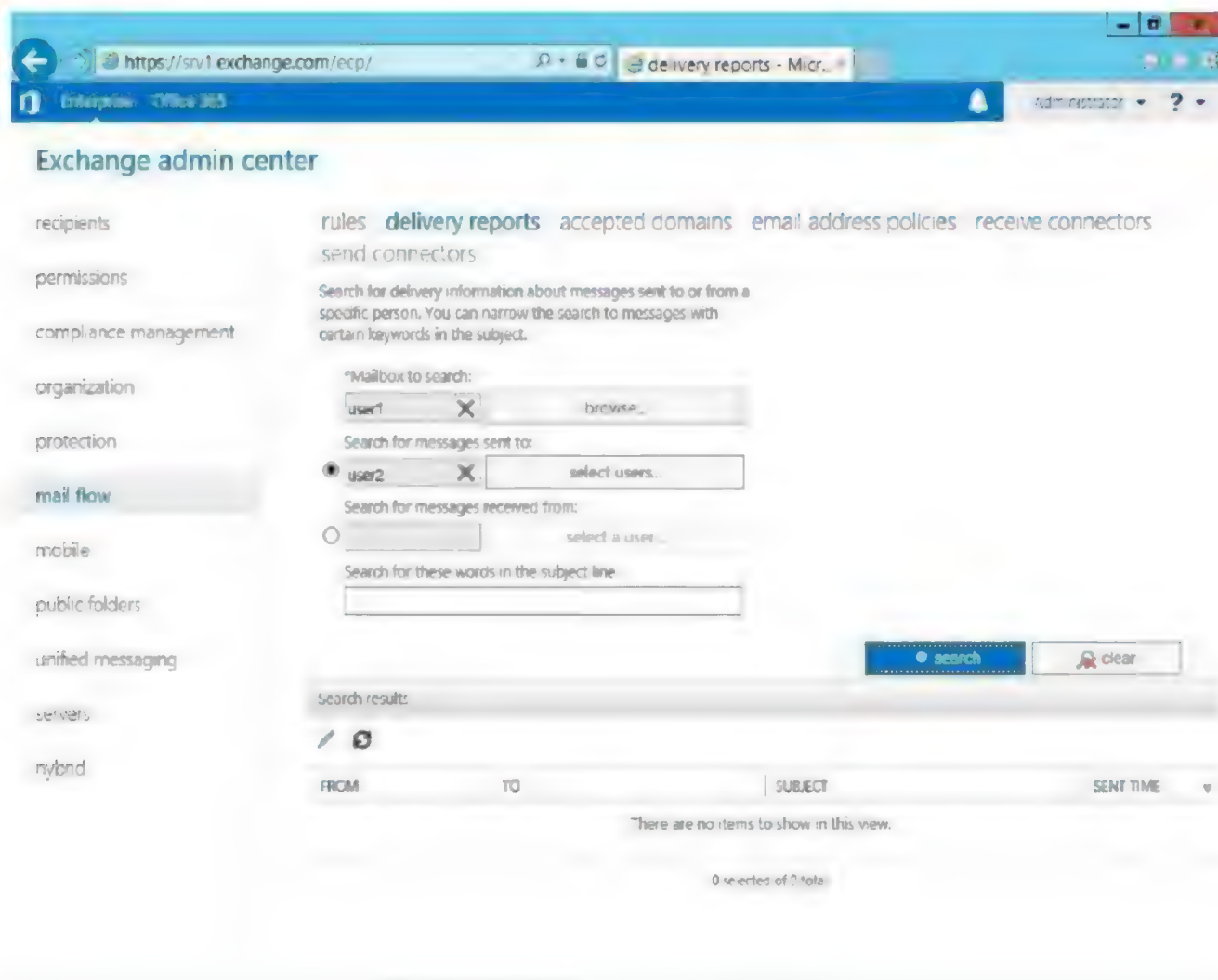
- Click **Select Users**



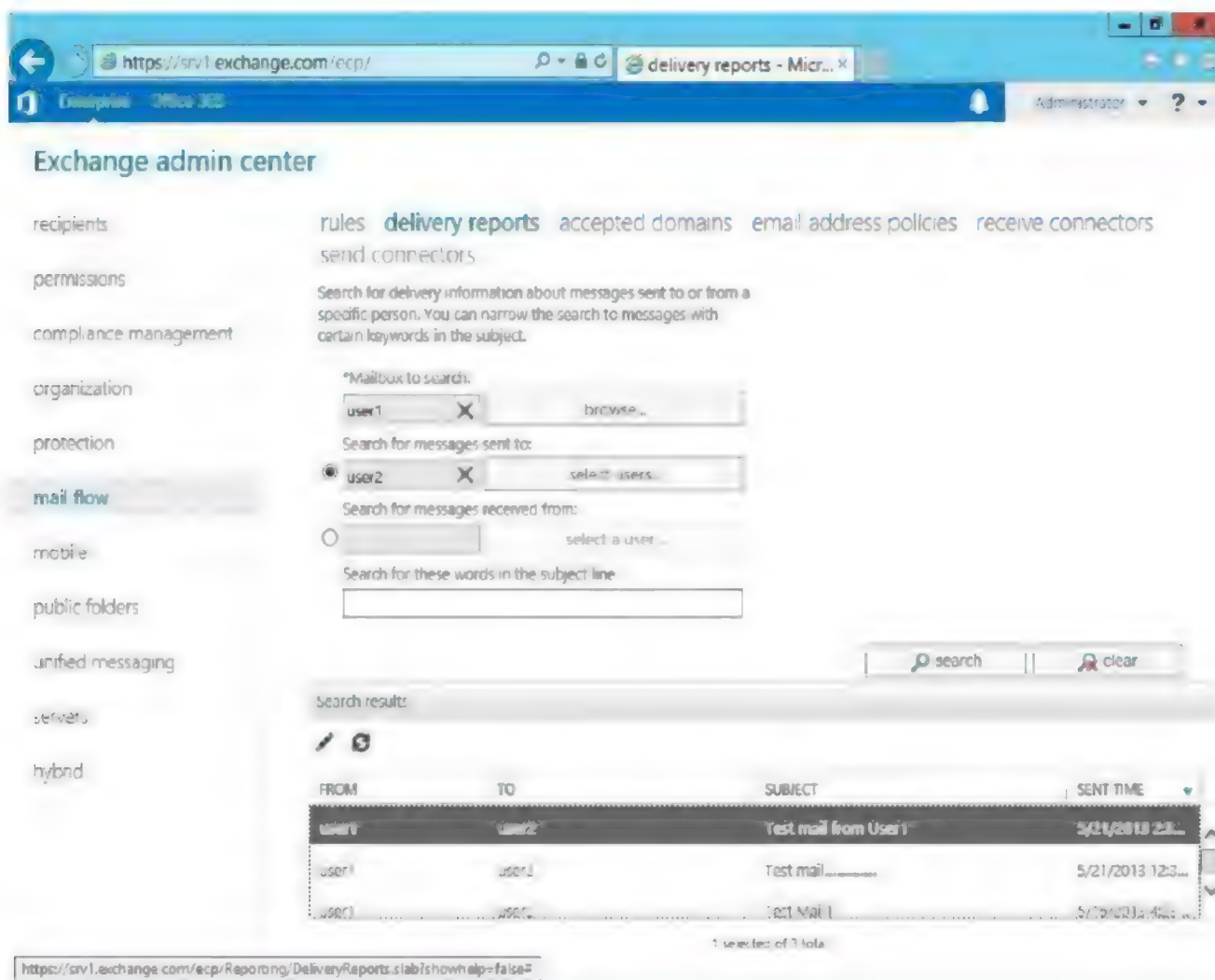
- Select user (Ex: **User2**)→click **Add**→Click **Ok**



- Click **Search**



- Verify the messages sent by **User1**



Lab – 20: Creating a New Mailbox Database

Objective:

To manage Exchange Databases efficiently for each department

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:

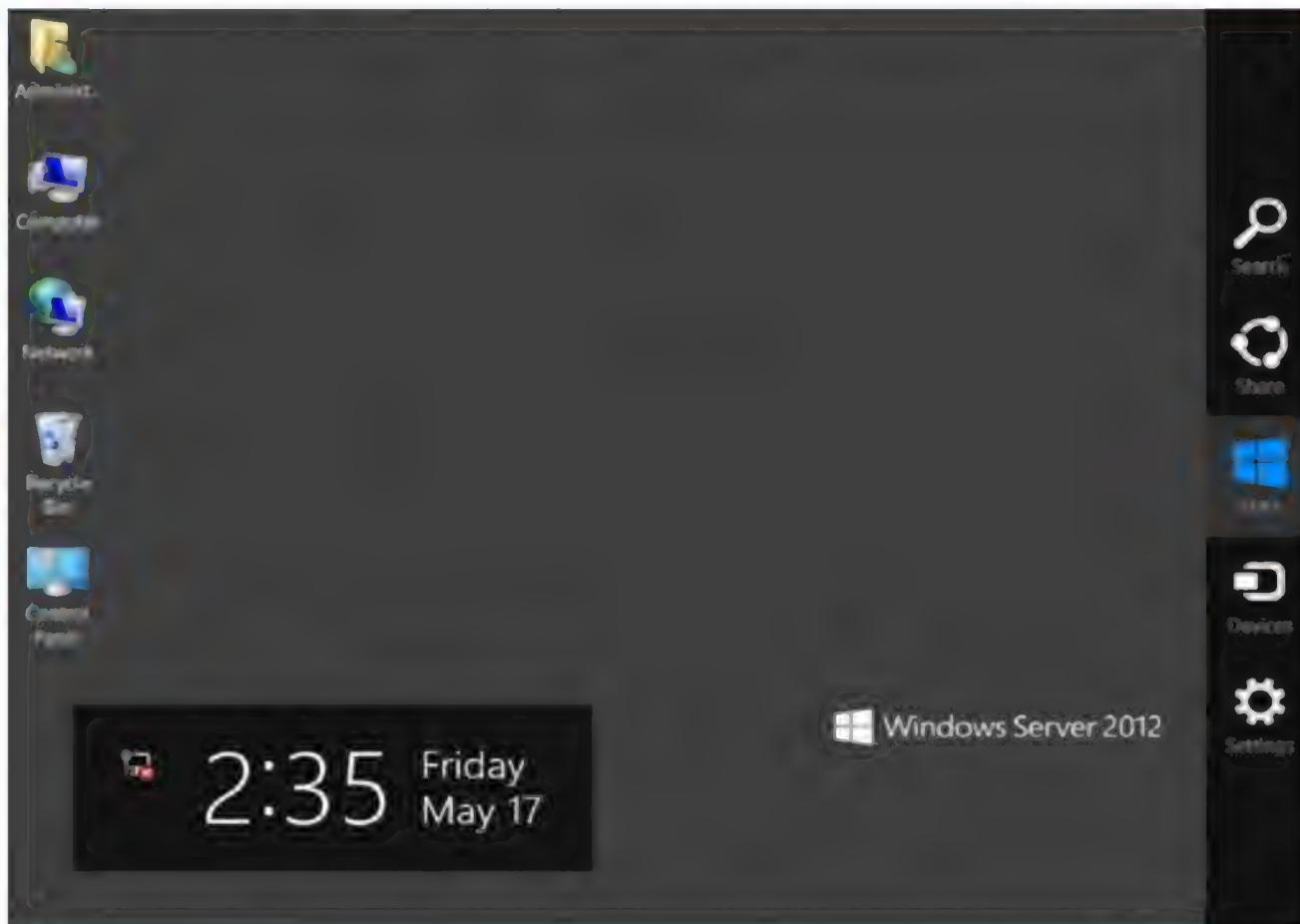
EXCHANGE.COM

SRV1**Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



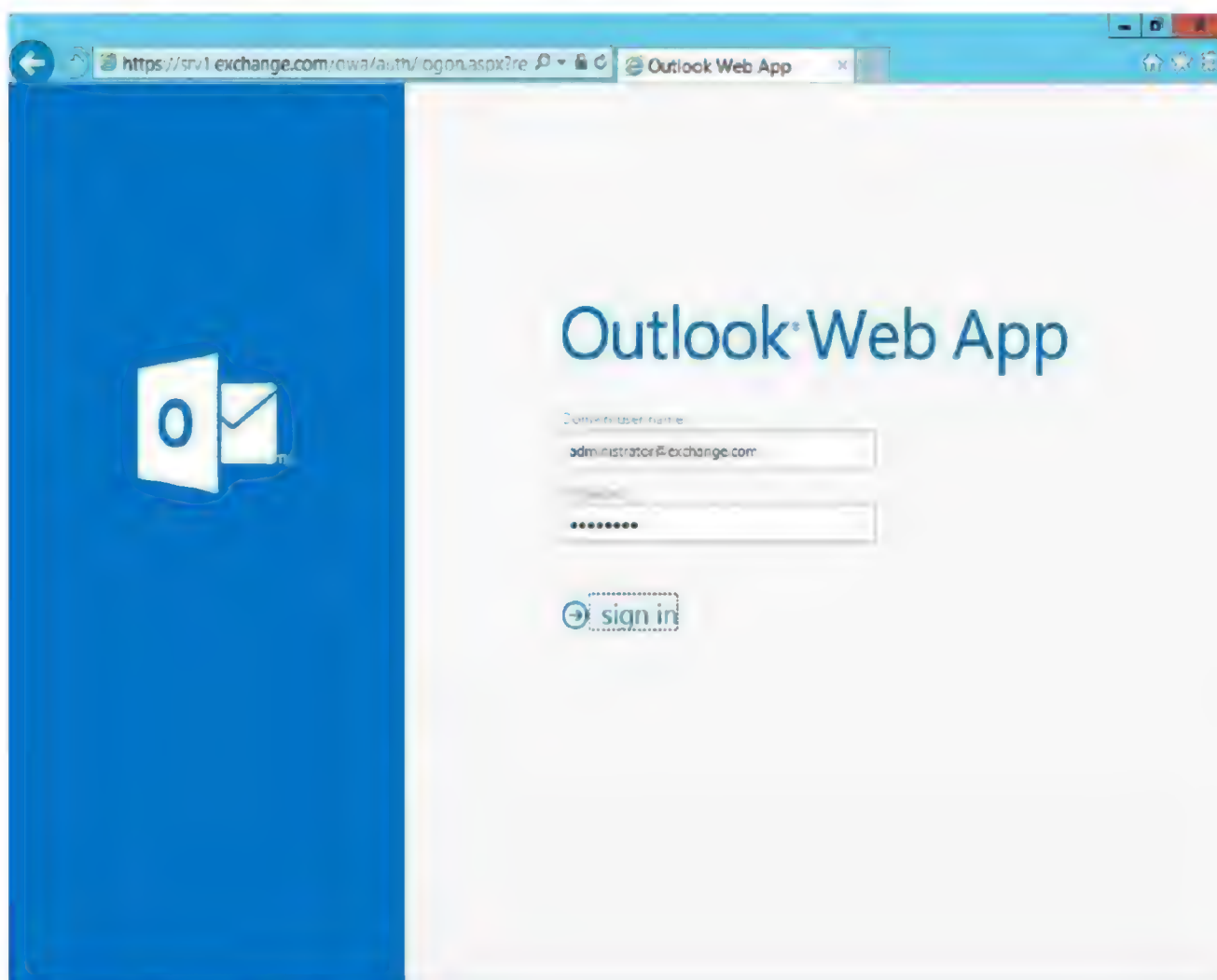
- **Open Internet Explorer**



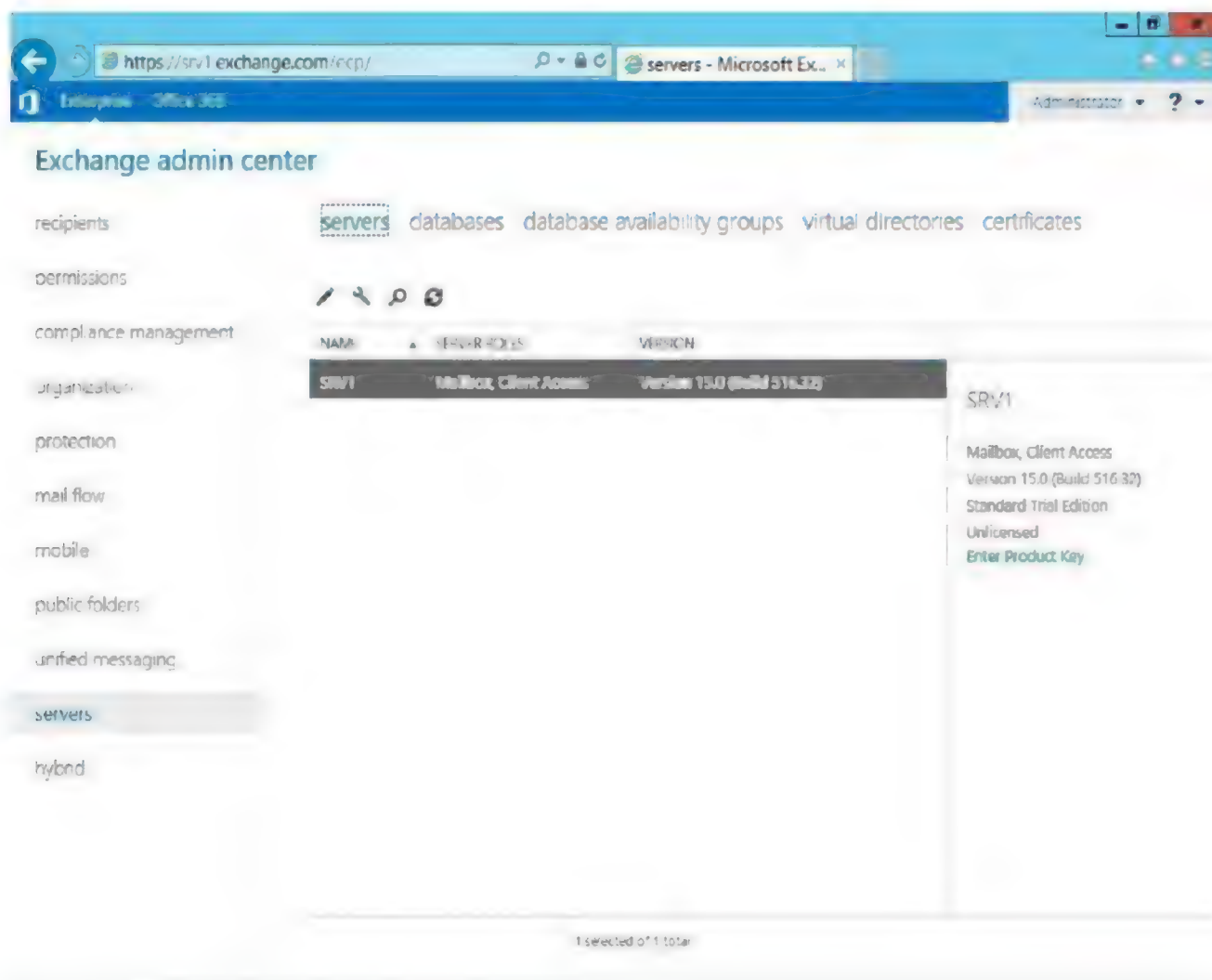
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



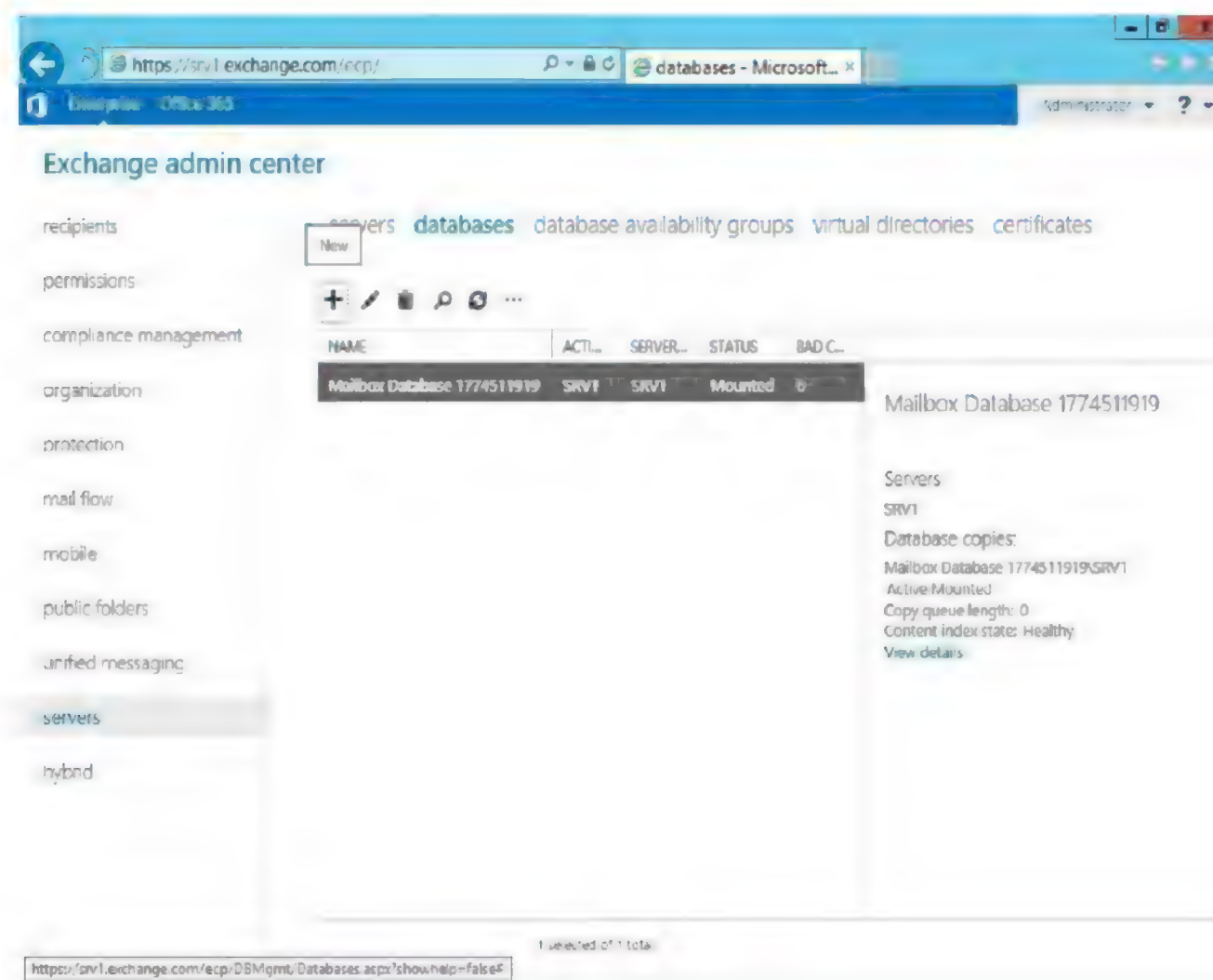
- Enter **User Name and Password**→click **sign in**



- In Exchange Admin Center→select Servers



- Select Databases tab→click New (+)



- Enter **Mailbox Database Name** (Ex: **Sales Mailbox Database**)→click **Browse**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=3&ReturnObjectType=1...`. The page title is "new database" and there is a "Help" link in the top right corner. The form contains the following fields and controls:

- *Mailbox database:** A text input field containing the text "sales mailbox database".
- *Server:** A text input field that is currently empty, followed by a blue "browse..." button.
- Database file path:** An empty text input field.
- Log folder path:** An empty text input field.
- ☒ **Mount this database**
- At the bottom right, there are "save" and "cancel" buttons.
- The bottom status bar shows a magnifying glass icon, "105%", and a dropdown arrow.

- Select **Server Name** (Ex: **SRV1**)→click **Ok**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=1&Launcher=...`. The page displays a table with server information:

NAME	VERSION	DATABASE AVAILABILITY GROUP
SRV1	Version 15.0 (Build 516.32)	

At the bottom of the window, there are "ok" and "cancel" buttons.

- Click **Save**

new database

*Mailbox database
sales mailbox database

*Server
SRV1

Database file path:
C:\Program Files\Microsoft Exchange Server\V15\Mailbox

Log folder path:
C:\Program Files\Microsoft Exchange Server\V15\Mailbox

☒ Mount this database

https://srv1.exchange.com/ecp/DBMgmt/NewDatabase.aspx?p= 105%

- Verify the new **Sales Mailbox Database** in **List View**

Exchange admin center

recipients servers **databases** database availability groups virtual directories certificates

permissions

compliance management

organization

protection

mail flow

mobile

public folders

unified messaging

servers

hybrid

NAME	ACT...	SERVER...	STATUS	BAD C...
Mailbox Database 1774511919	SRV1	SRV1	Mounted	0
sales mailbox database	SRV1	SRV1	Mounted	0

sales mailbox database

Servers
SRV1

Database copies:
sales mailbox database(SRV1)
Active Mounted
Copy queue length: 0
Content index state: unknown
[View details](#)

1 selected of 2 total

Lab – 21: Creating User Mailboxes in new Mailbox Database

Objective:

To create user mailboxes in different databases based on the department.

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



EXCHANGE.COM

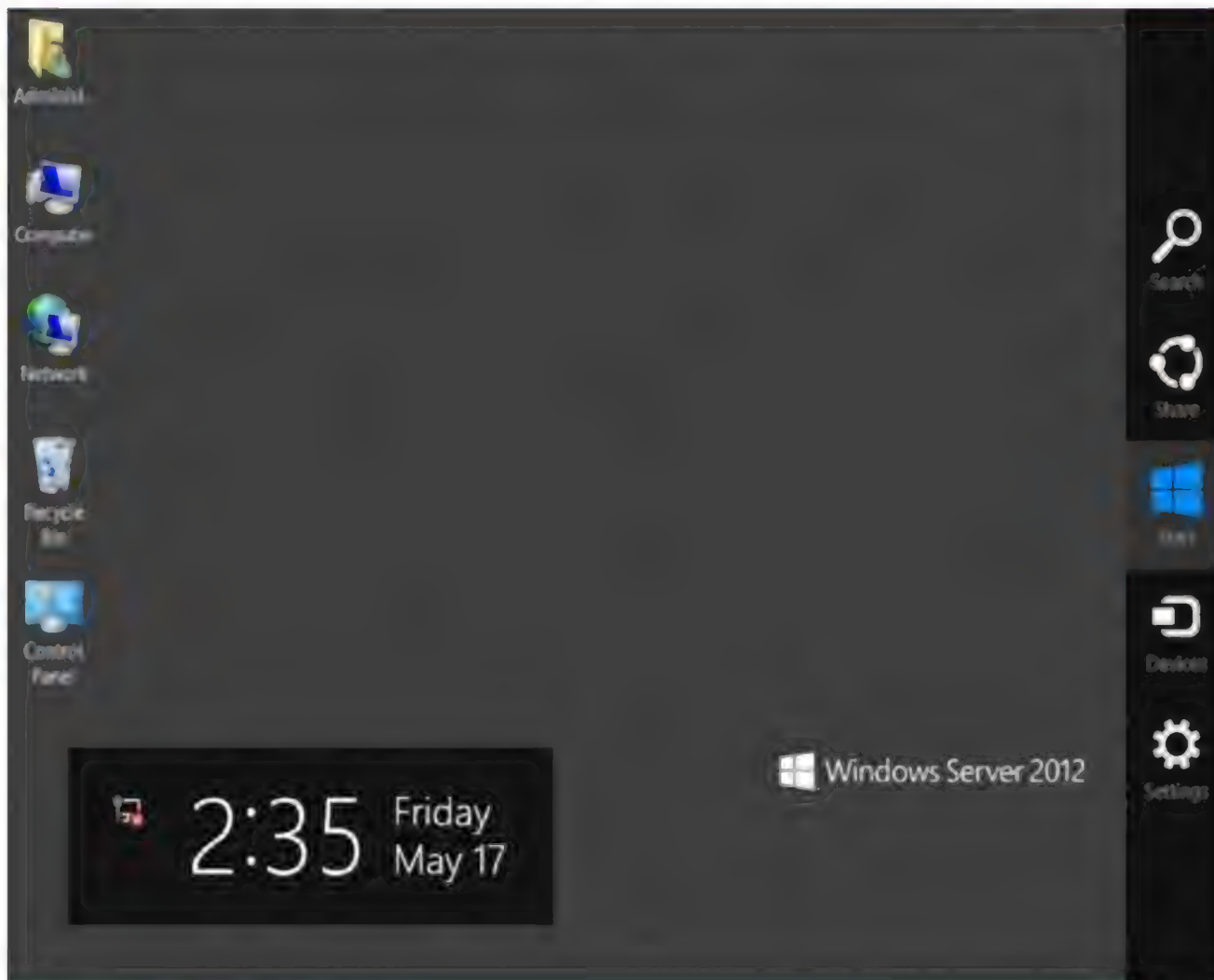
SRV1

Domain Controller

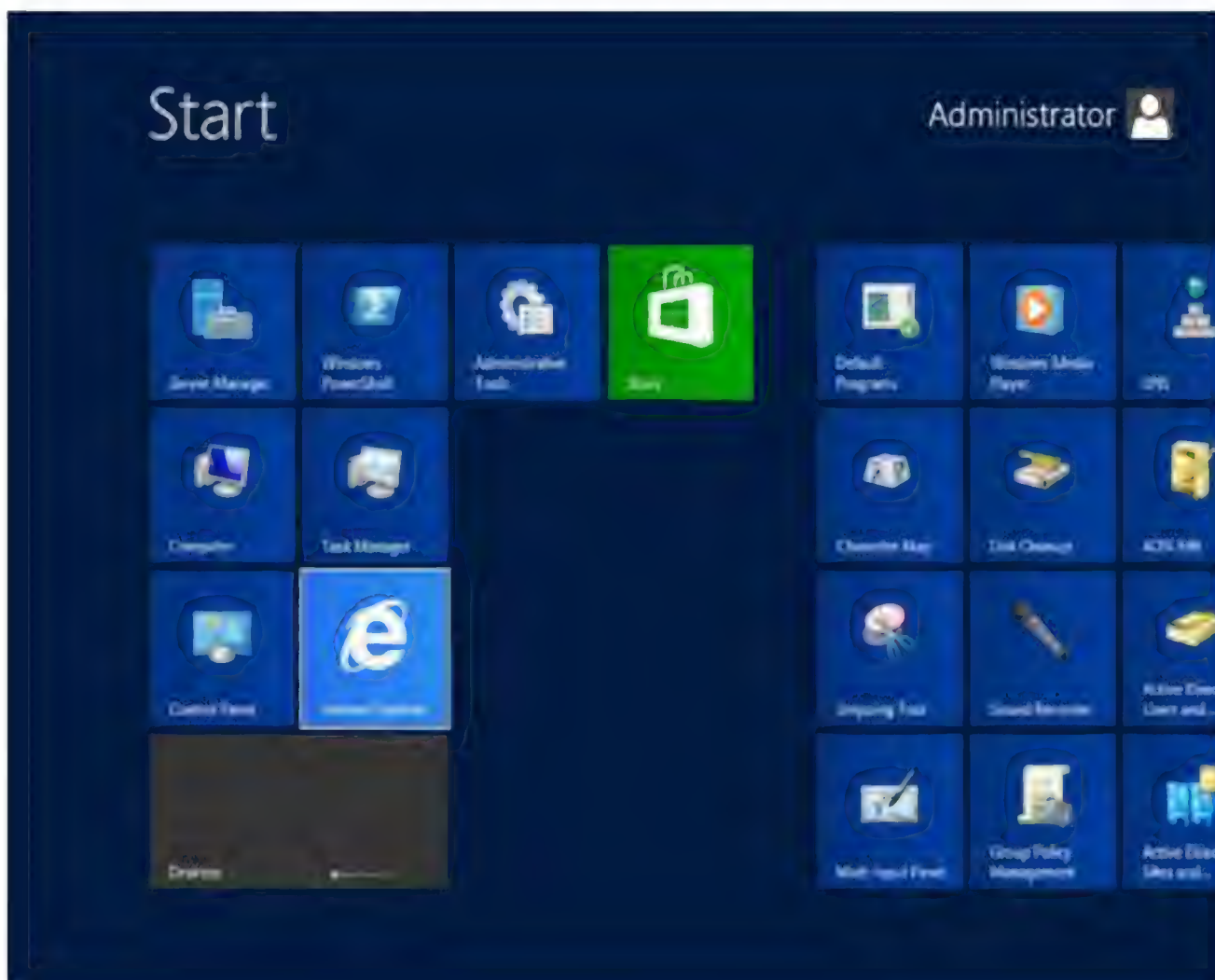
IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



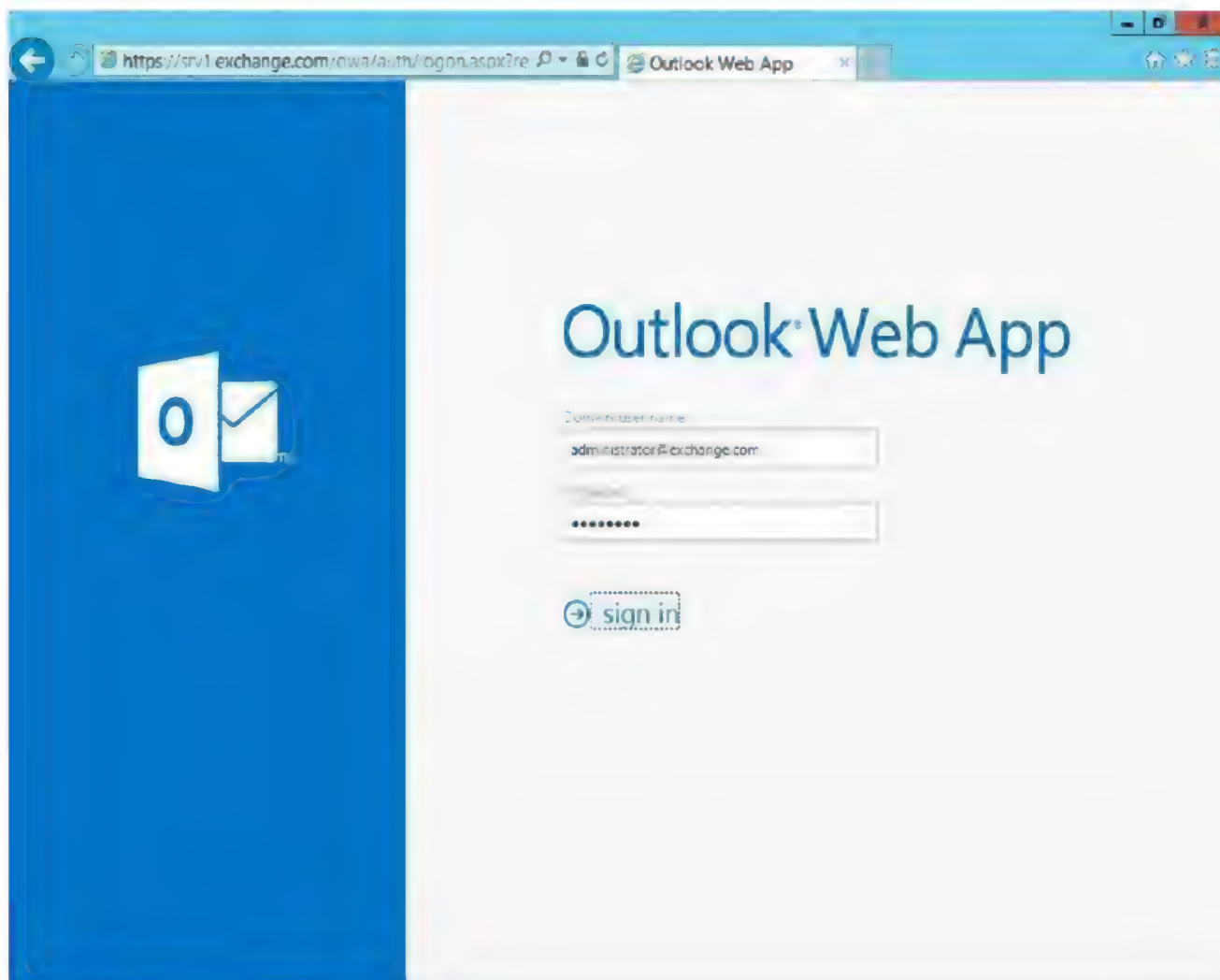
- **Open Internet Explorer**



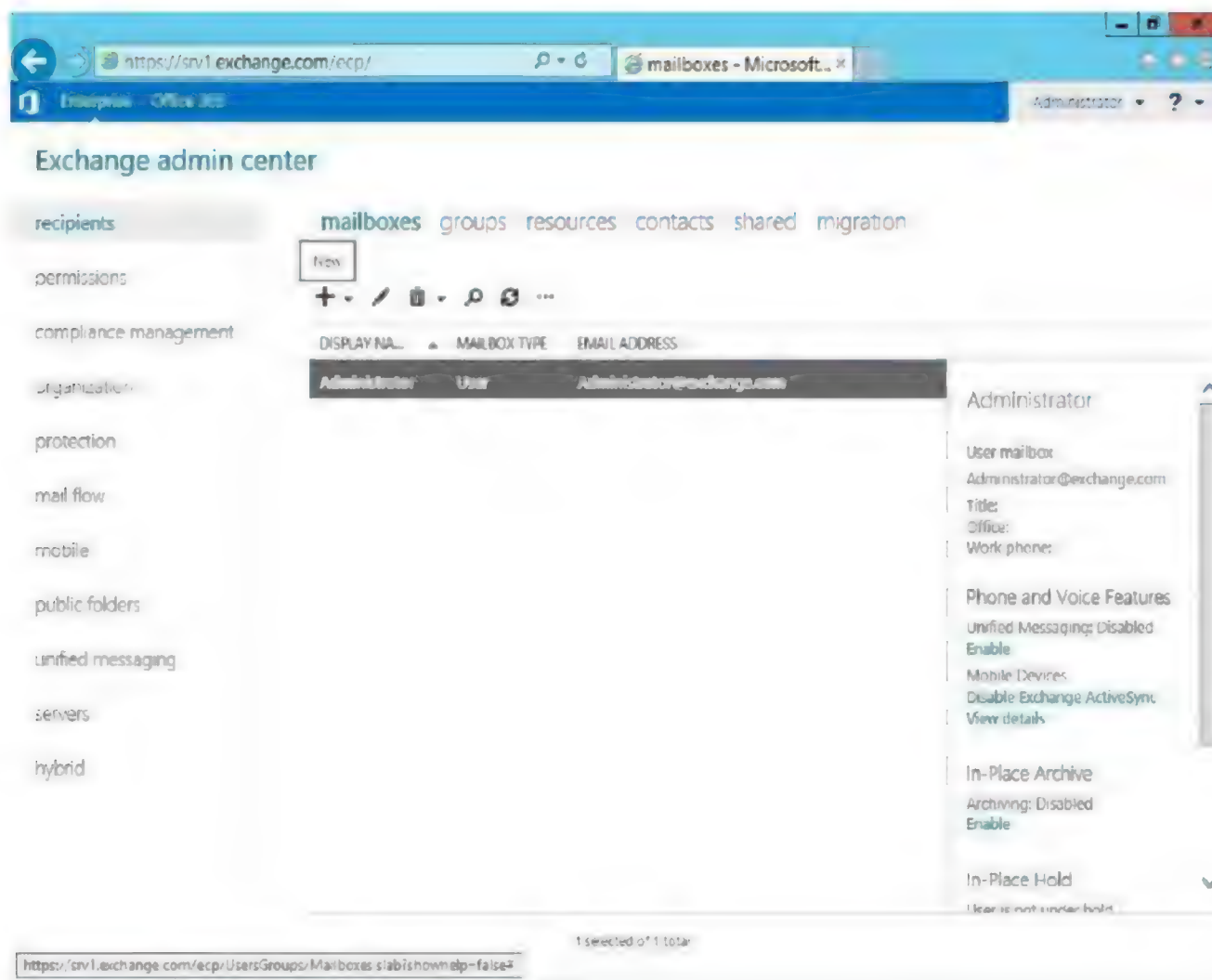
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



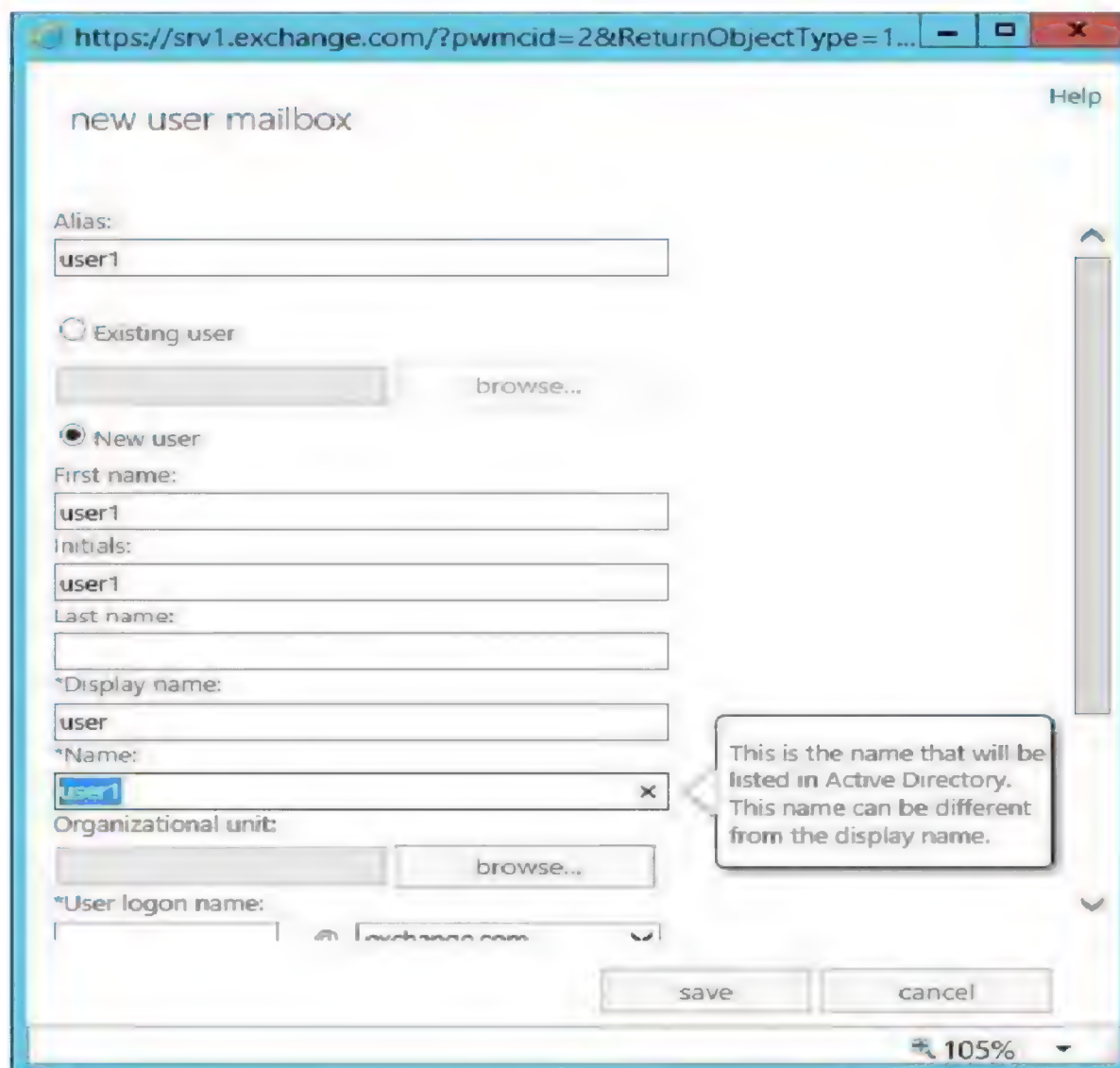
- Enter **User Name and Password**→click **sign in**



- In **EAC**→select **Recipients**→select **Mailboxes** tab→click **Add (+)**



- Enter **Alias** name→select **New user**→enter **First name & Display name**→scroll down



- Enter **User logon name** and **Password**→select **More options**

new user mailbox

First name:
user1

Initials:
user1

Last name:

*Display name:
user

*Name:
user1

Organizational unit:
browse...

*User logon name:
user1 @ exchange.com

*New password:
.....

*Confirm password:
.....

☐ Require password change on next logon

More options...

save cancel

javascript:__doPostBack('ctl00\$ResultPanePlaceHolder\$NewMai 105%

- Click **Browse**

new user mailbox

First name:
user1

Last name:

*Display name:
user

*Name:
user1

Organizational unit:
browse...

*User logon name:
user1 @ exchange.com

*New password:
.....

*Confirm password:
.....

☐ Require password change on next logon

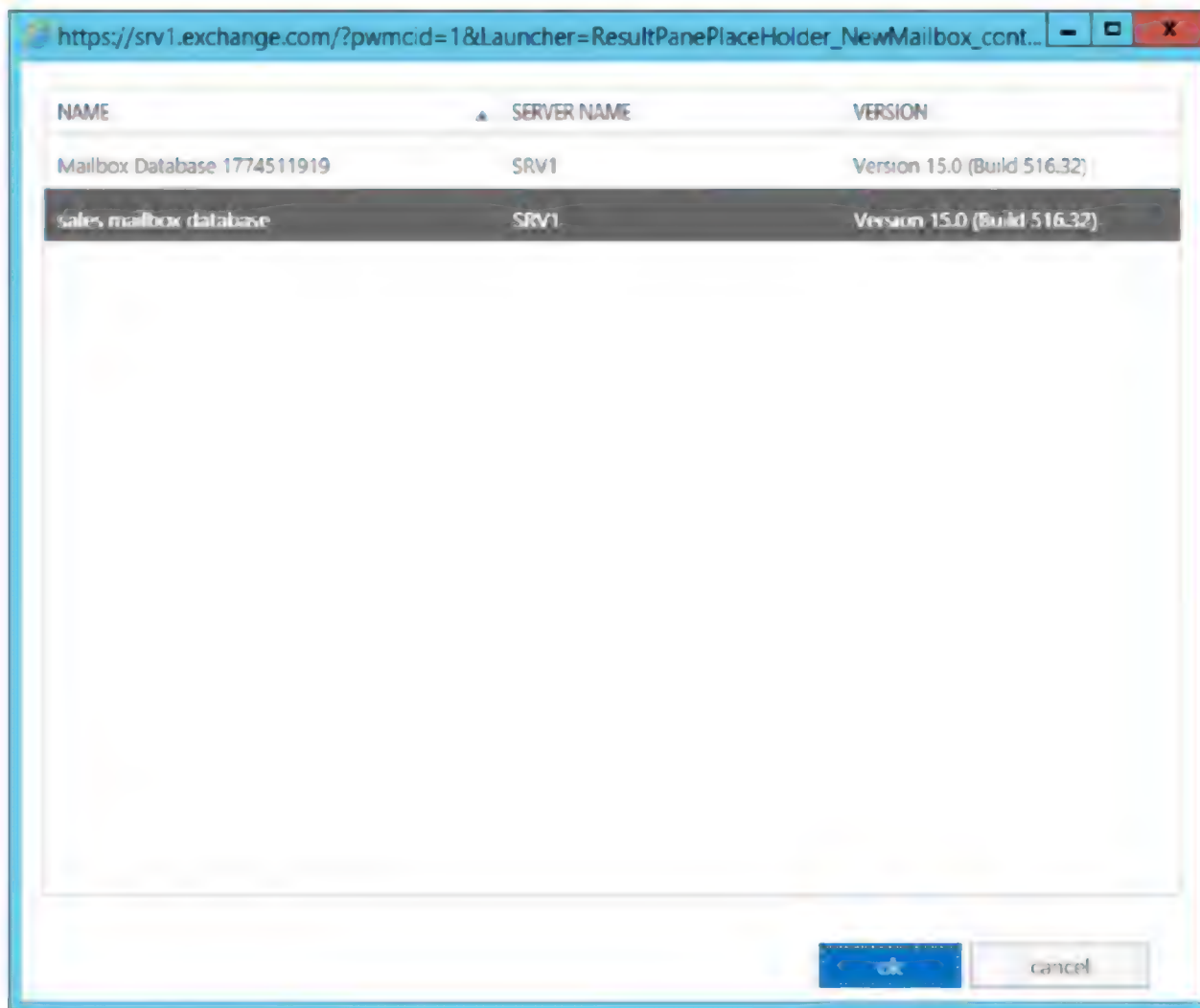
Mailbox database:
browse...

save cancel

You can choose the mailbox database to store the primary mailbox in. If you don't, Exchange will automatically choose one for you.

105%

- Select **Sales Mailbox Database**→click **OK**



- Click **Save**

new user mailbox

Organizational unit:

*User login name:

*New password:

*Confirm password:

☐ Require password change on next logon

Mailbox database:

Archive
Use the archive to store old email.
☐ Create an on-premises archive mailbox for this user

Address book policy:

Verification:

- Verify the mailbox of user (Ex: **user1**) in **Sales Mailbox Database**

The screenshot shows the Exchange Admin Center (EAC) interface. The left sidebar contains navigation links: recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area displays the 'mailboxes' tab with a table of mailbox information.

DISPLAY NAME	MAILBOX	EMAIL ADDRESS	DATABASE
Administrator	User	Administrator@exchange.com	Mailbox Database 1774...
user1	User	user1@exchange.com	Sales Mailbox Database

Below the table, a detailed view for 'user1' is shown. It includes the following information:

- User mailboxes:** user1@exchange.com
- Title:** Office
- Work phone:**
- Phone and Voice Features:**
 - Unified Messaging: Disabled [Enable](#)
 - Mobile Devices: [Disable Exchange ActiveSync](#) [View details](#)
- In-Place Archive:** Archiving: Enabled [Enable](#)
- In-Place Hold:** User is not under hold

At the bottom of the table, it indicates '1 selected of 2 total'.

Lab – 22: Creating Migration Batch of User Mailboxes to Different Database

Objective:

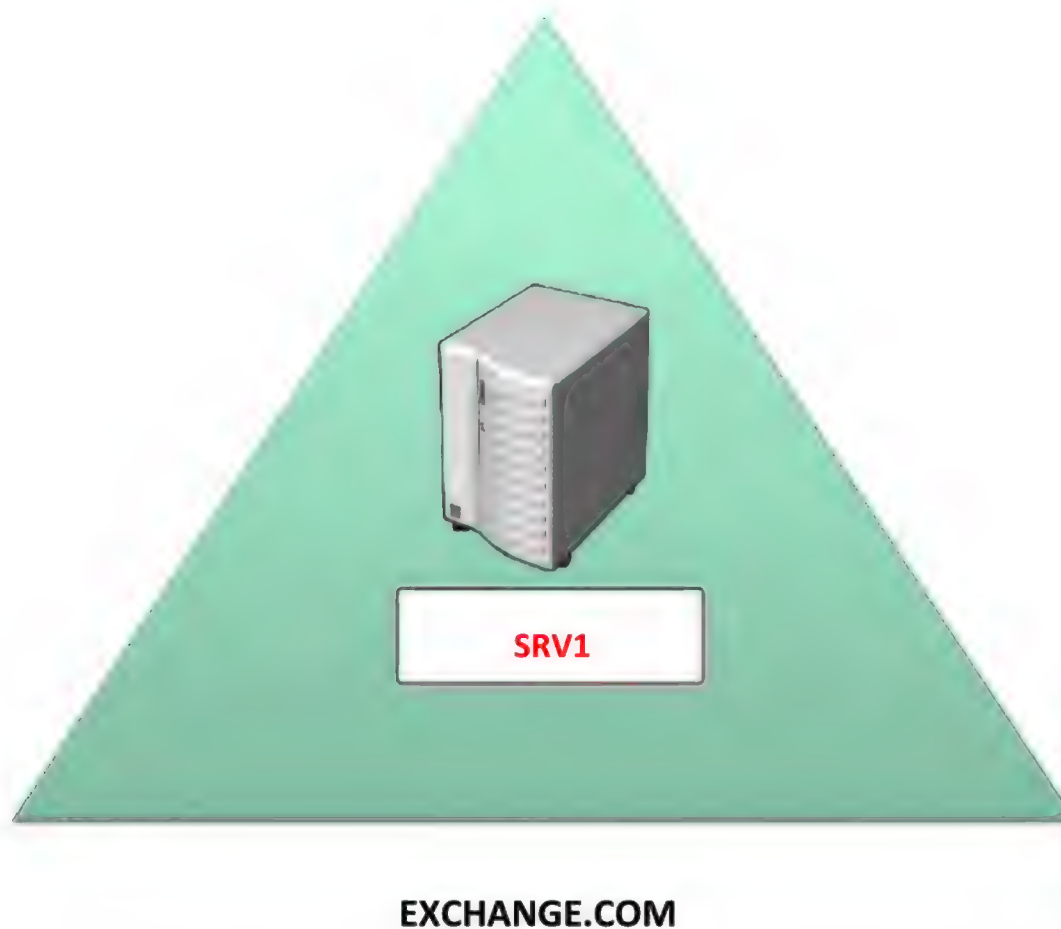
To move user mailbox from one database to another database

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

Topology:



SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



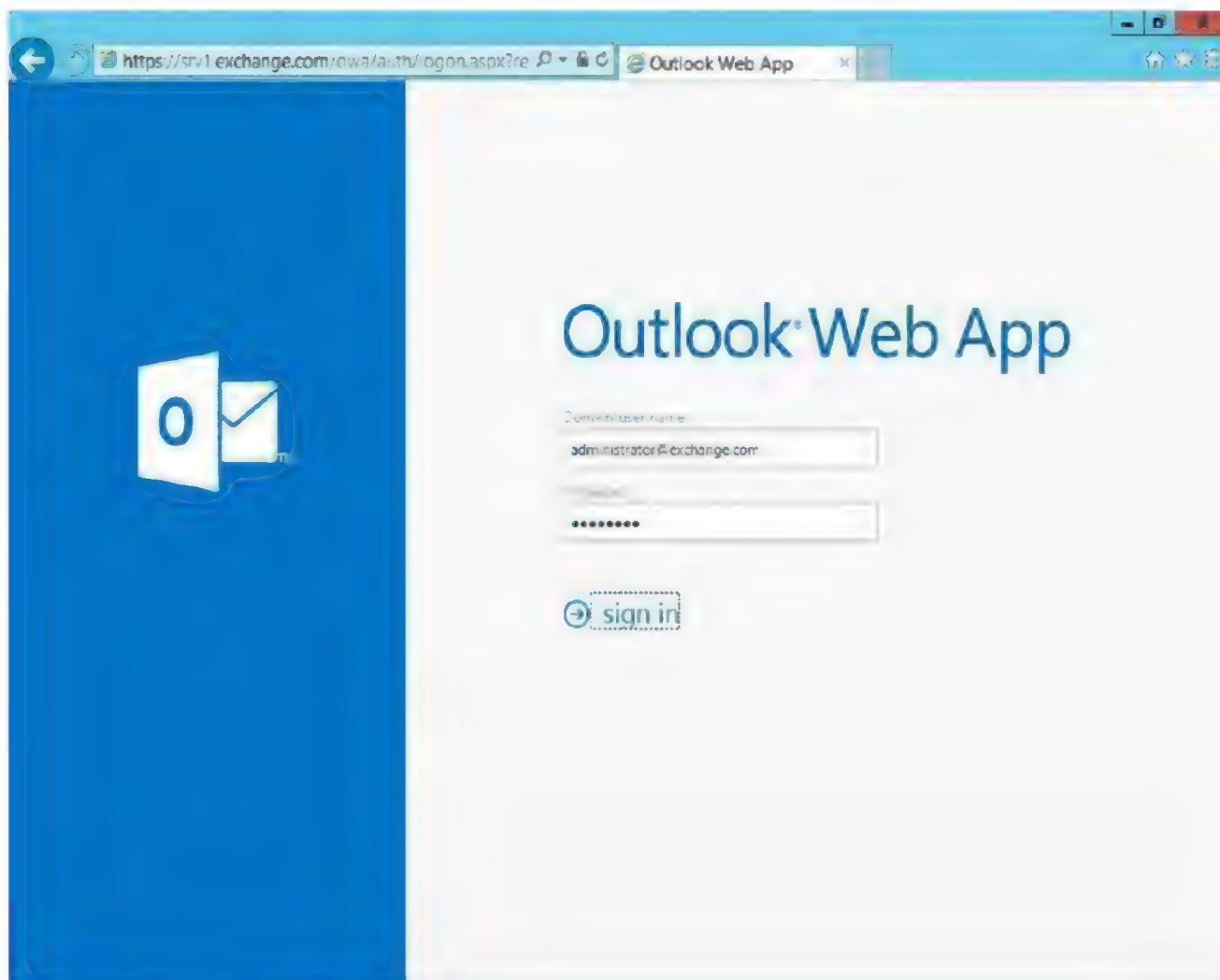
- **Open Internet Explorer**



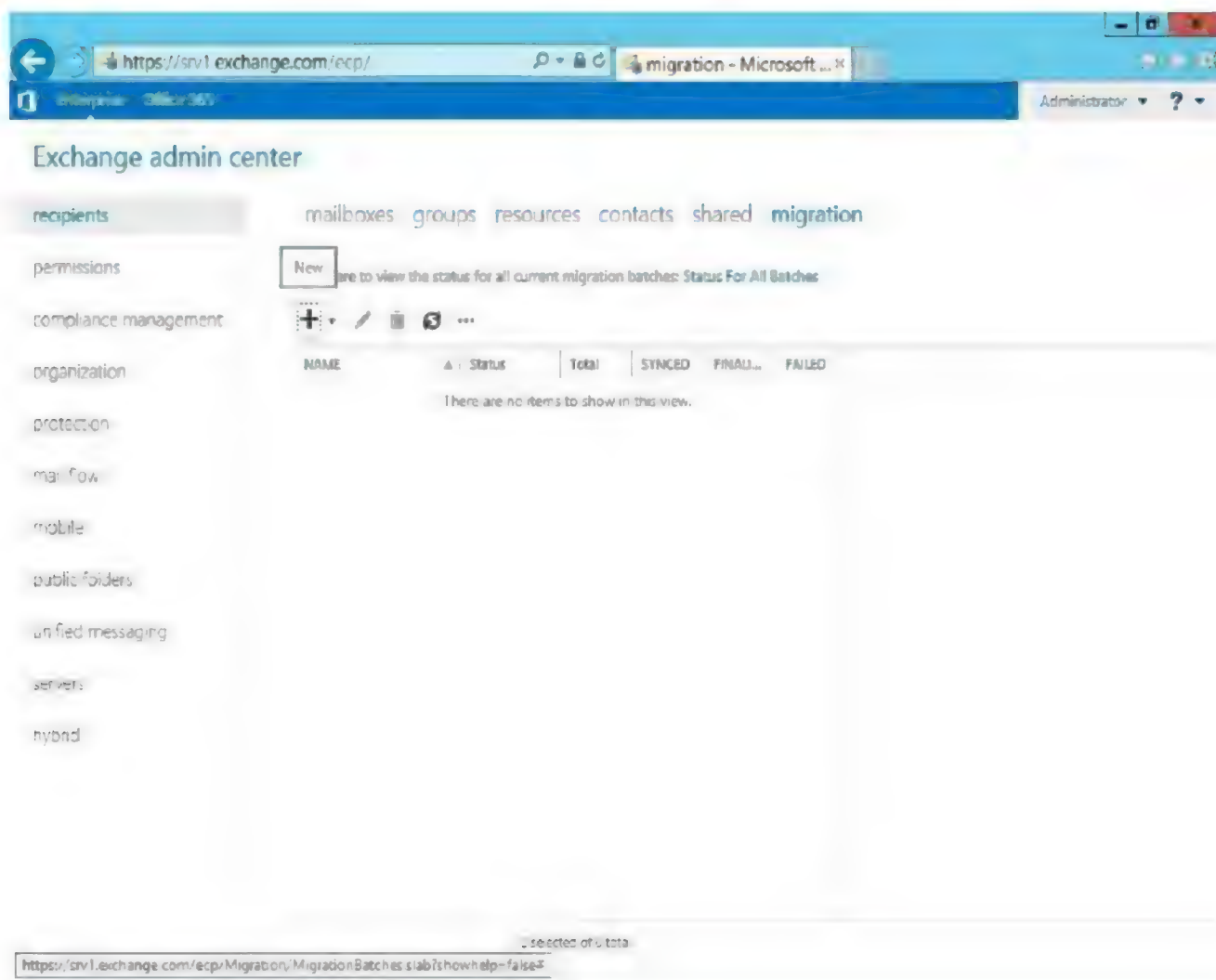
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



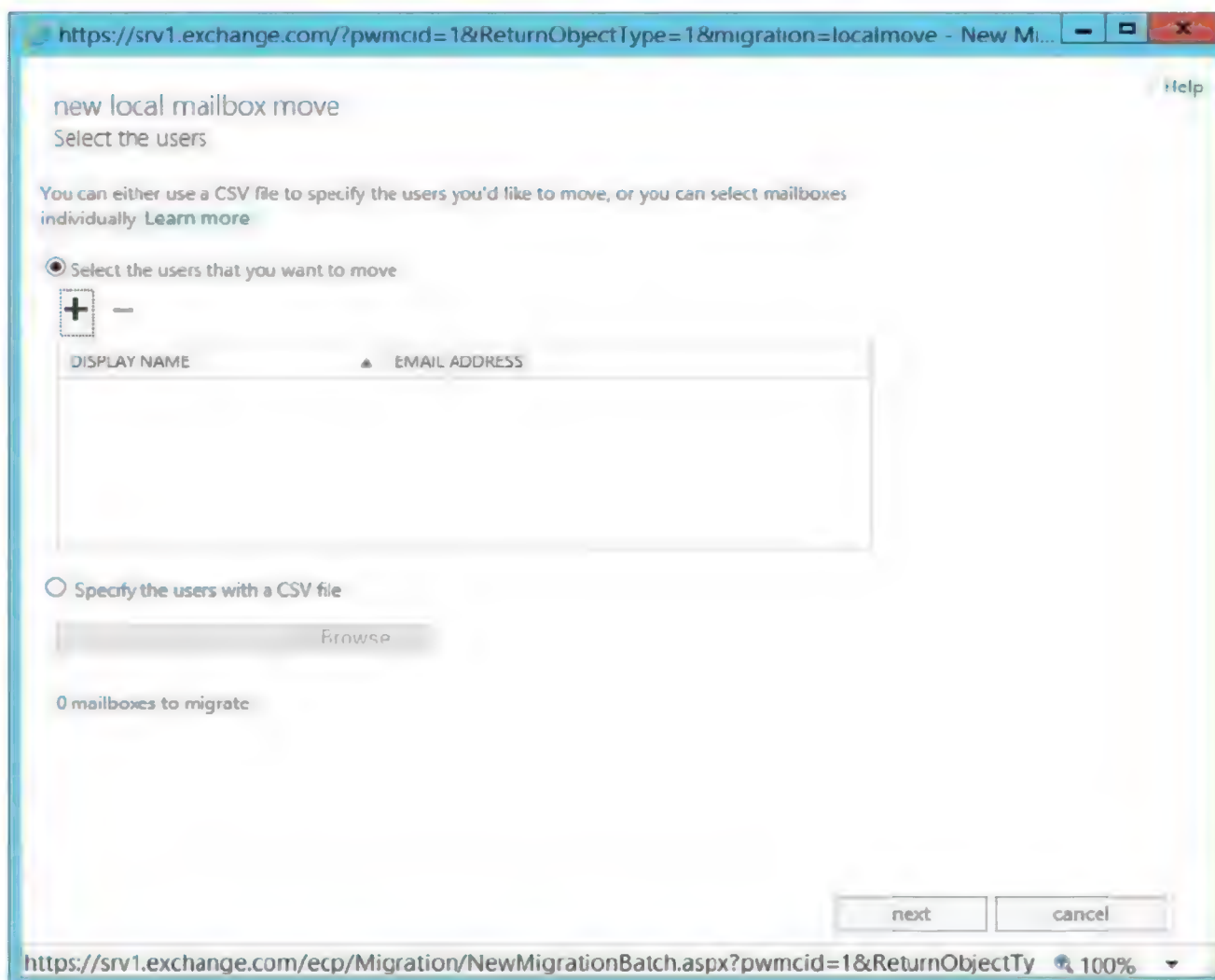
- Enter **User Name and Password**→click **sign in**



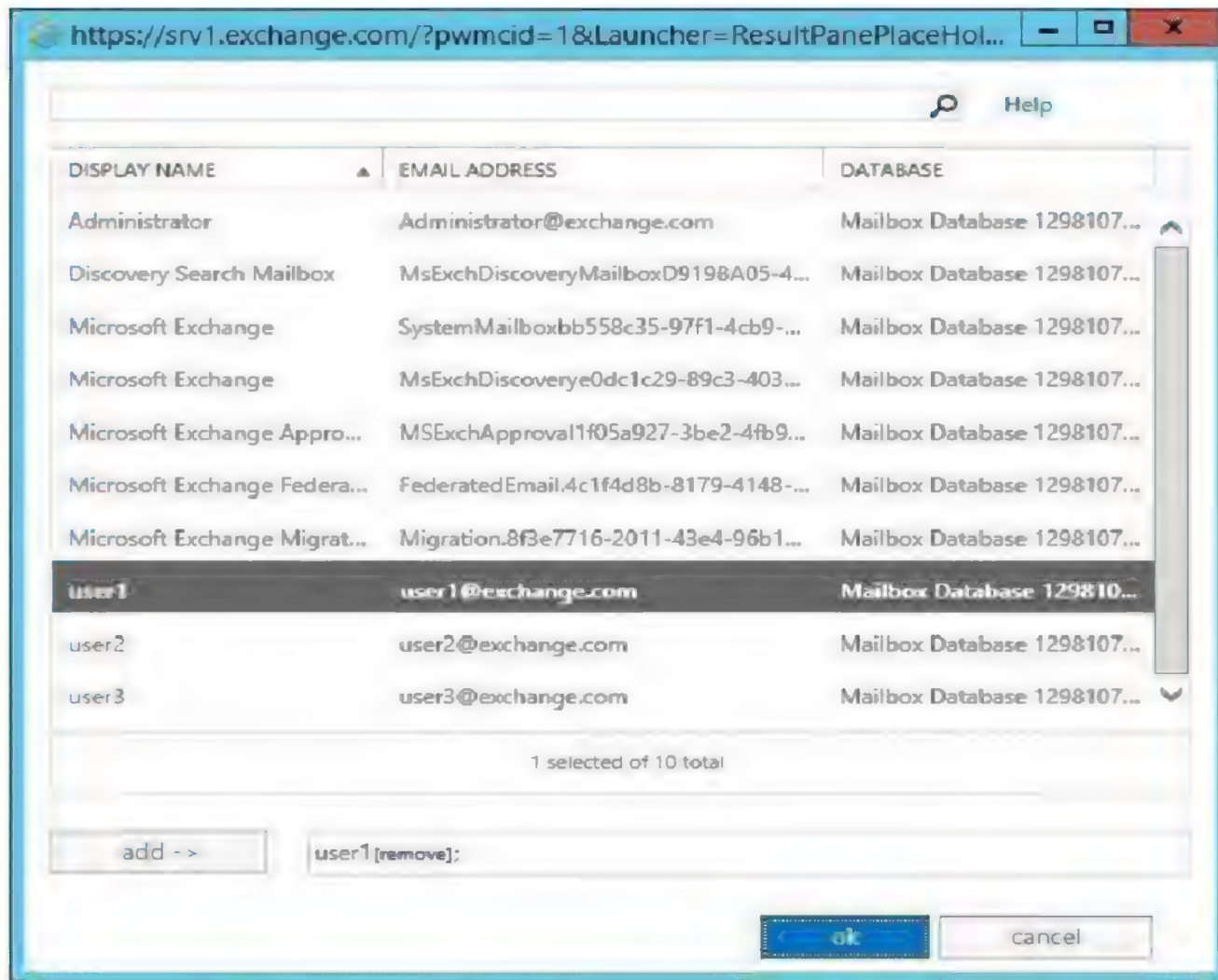
- In **EAC**→select **Recipients**→select **Migration Tab**→click **New (+)**



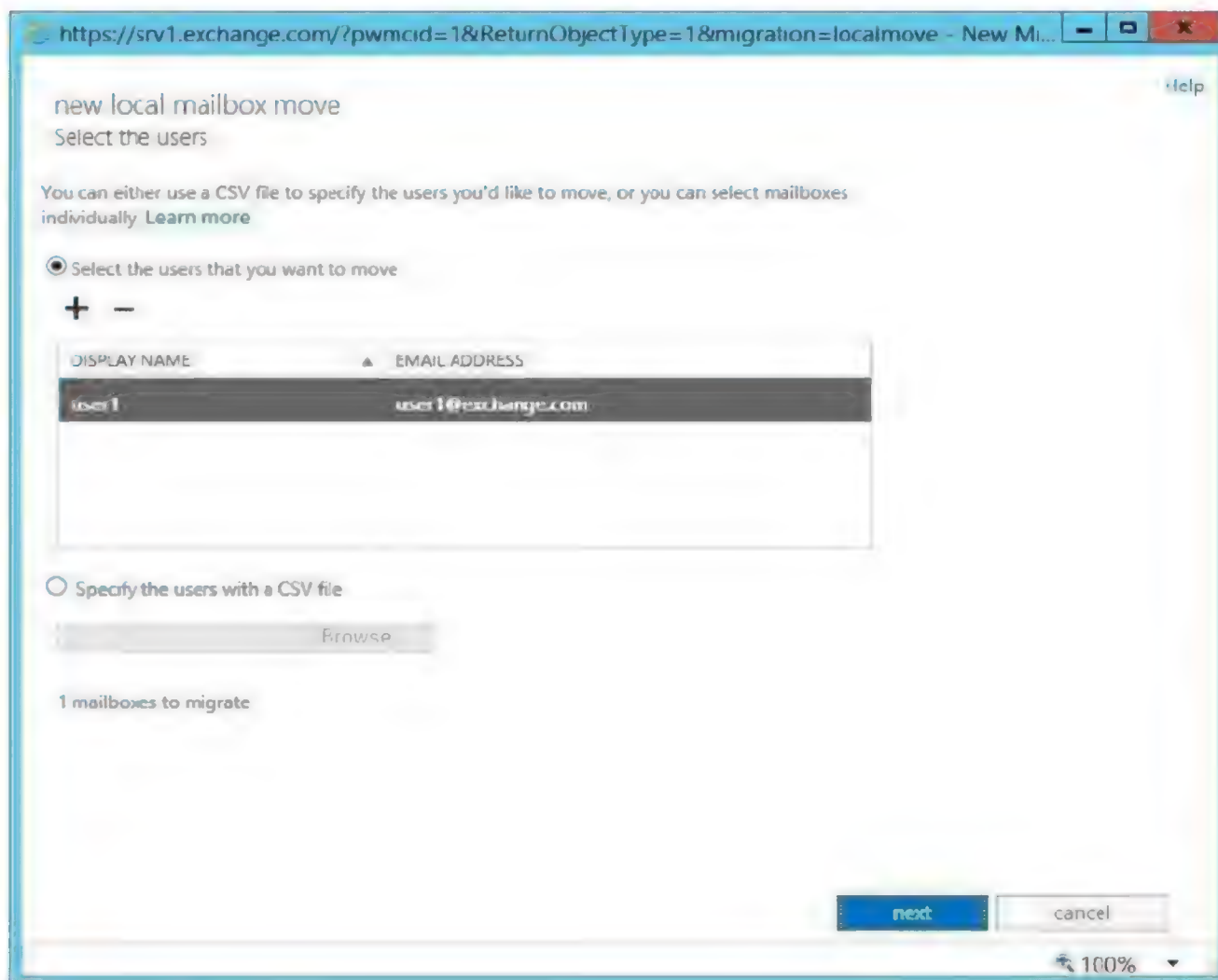
- Click **Add (+)**



- Select user (**Ex:-User1**)→click **Add**→Click **Ok**



- Click **Next**



- Enter name (**Ex:-User1 Mailbox Move**)→select **Move Primary Mailbox Only**→click **Browse**

- Select **Sales Database**→click **Add**→click **Ok**

NAME	SERVER NAME	VERSION
Mailbox Database 1298107152	SRV1	Version 15.0 (Build 516...
Sales Database	SRV1	Version 15.0 (Build 51...

1 selected of 2 total

add -> Sales Database[remove]:

- Click **Next**

https://srv1.exchange.com/?pwmcid=1&ReturnObjectType=1&migration=localmove - New Mi...

new local mailbox move
Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

*New migration batch name:
User1 Mailbox Move

Archive:
☐ Move archive mailbox along with primary mailbox
☒ Move primary mailbox only
☐ Move archive mailbox only

Target database:
Enter the database name you'd like to move this mailbox to:
Sales Database X browse...

Target archive database:
Enter the database name you'd like to move the archive mailbox to:
browse...

More options...

back next cancel

javascript:_doPostBack('ctl00\$ResultPanePlaceHolder\$wizardFormSheet\$contentContainer\$ctl150', ''); 100%

- Click **New**

Learn more. The 'After the batch is complete, a report will be sent to the following recipients. You must select at least one recipient to receive this report.' section has a text box with 'Administrator' and a 'browse...' button. The 'You can start the batch automatically or start it later by selecting it in the migration dashboard and then clicking Start.' section has two radio buttons: 'Automatically start the batch' (selected) and 'Manually start the batch later' (unselected). The 'If you don't choose the option below, you will have to manually complete the migration batch by clicking the "Complete this migration batch" link on the right pane, after the link becomes active.' section has a checkbox 'Automatically complete the migration batch' which is checked. At the bottom, there are 'back', 'new', and 'cancel' buttons. The 'new' button is highlighted in blue."/>

https://srv1.exchange.com/?pwmcid=1&ReturnObjectType=1&migration=localmove - New Mi...

new local mailbox move
Start the batch

A new migration batch will be created after you click new. [Learn more](#)

*After the batch is complete, a report will be sent to the following recipients. You must select at least one recipient to receive this report.
Administrator X browse...

You can start the batch automatically or start it later by selecting it in the migration dashboard and then clicking Start.
☒ Automatically start the batch
☐ Manually start the batch later

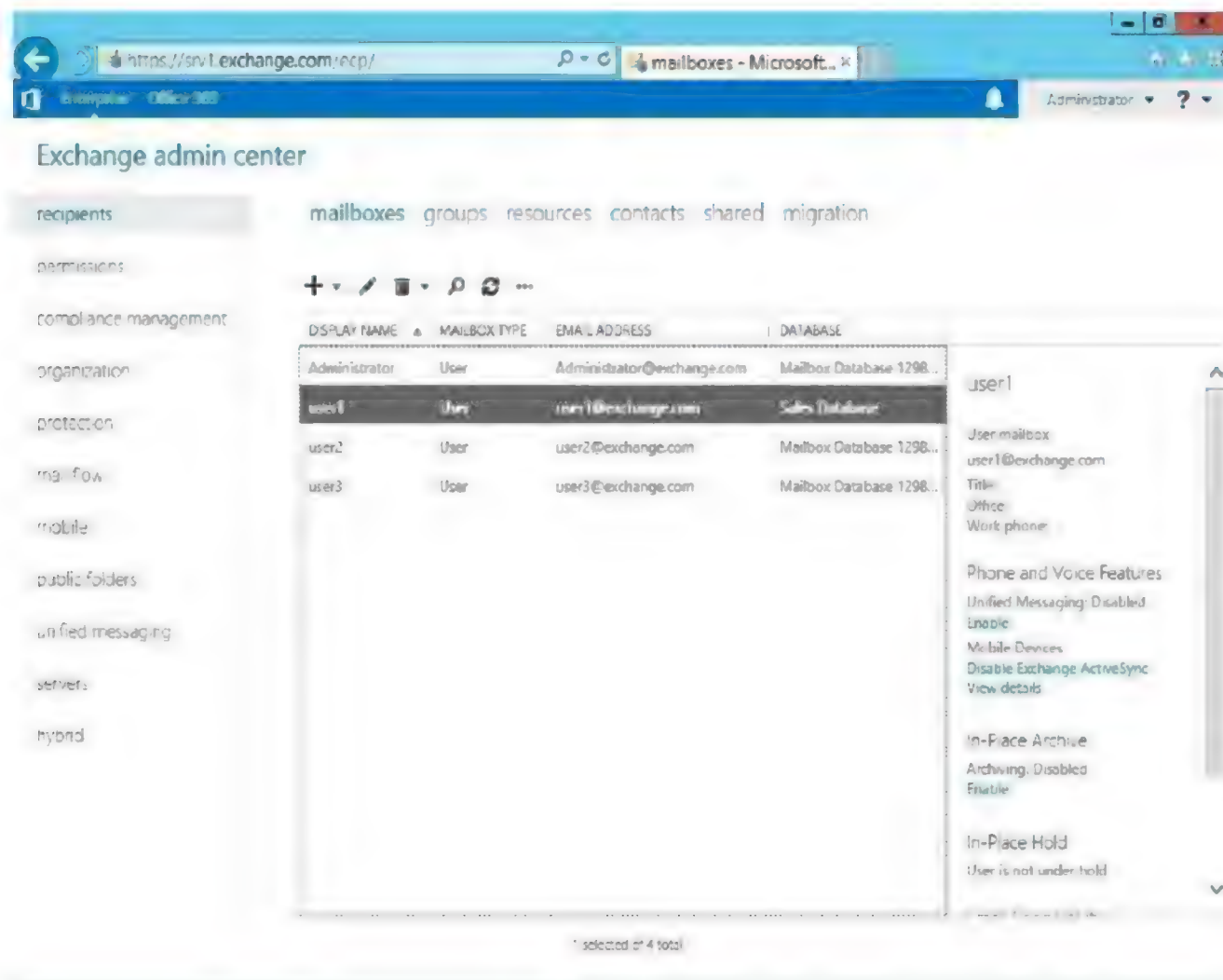
If you don't choose the option below, you will have to manually complete the migration batch by clicking the "Complete this migration batch" link on the right pane, after the link becomes active.
☒ Automatically complete the migration batch

back new cancel

100%

Verification:

1. In EAC verify the user (Ex:-User1) under Sales Database



The screenshot shows the Exchange Admin Center (EAC) interface. The left sidebar contains navigation links: recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area is titled 'Exchange admin center' and shows the 'mailboxes' section. A table lists the mailboxes, with 'user1' selected. The details for 'user1' are shown on the right.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS	DATABASE
Administrator	User	Administrator@exchange.com	Mailbox Database 1298...
user1	User	user1@exchange.com	Sales Database
user2	User	user2@exchange.com	Mailbox Database 1298...
user3	User	user3@exchange.com	Mailbox Database 1298...

Details for user1:

- User mailbox: user1@exchange.com
- Title: Office
- Work phone: Work phone
- Phone and Voice Features: Unified Messaging: Disabled, Enable
- Mobile Devices: Disable Exchange ActiveSync, View details
- In-Place Archive: Archiving: Disabled, Enable
- In-Place Hold: User is not under hold

Lab – 23: Enabling Archive Mailbox to Mailbox Enabled User

Objective:

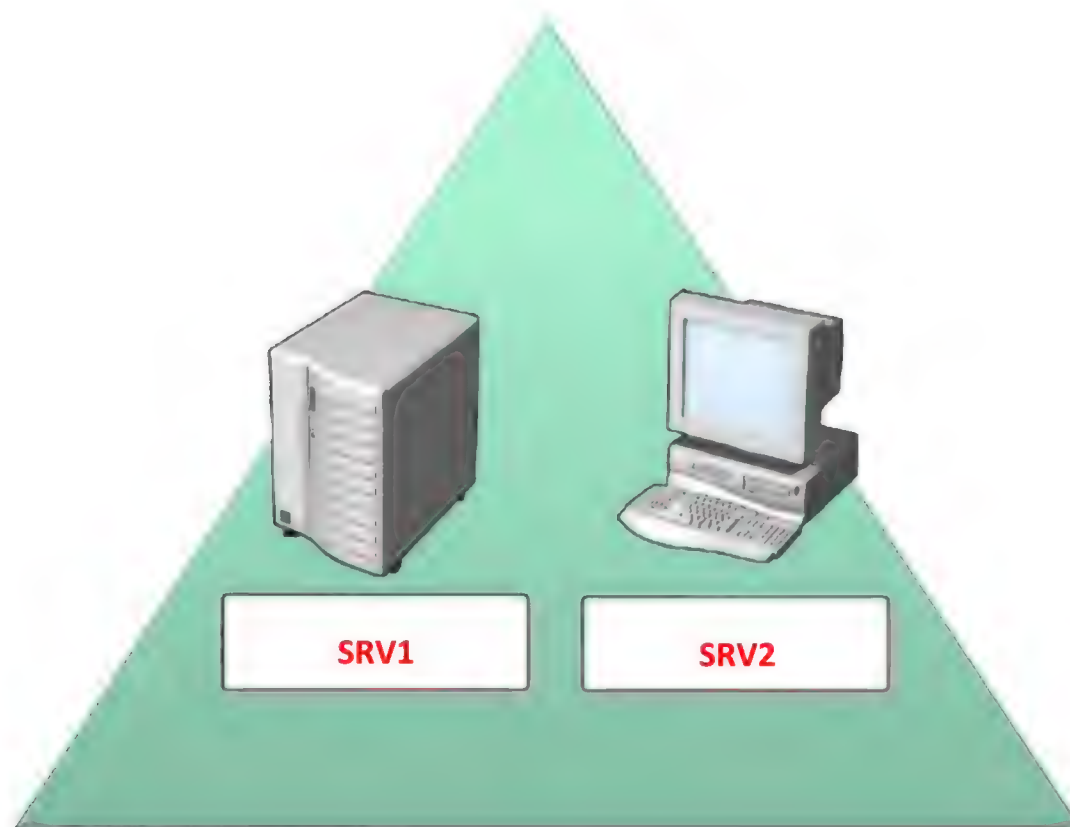
To provide additional mailbox for a user

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

Topology:



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SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

SRV2

Client

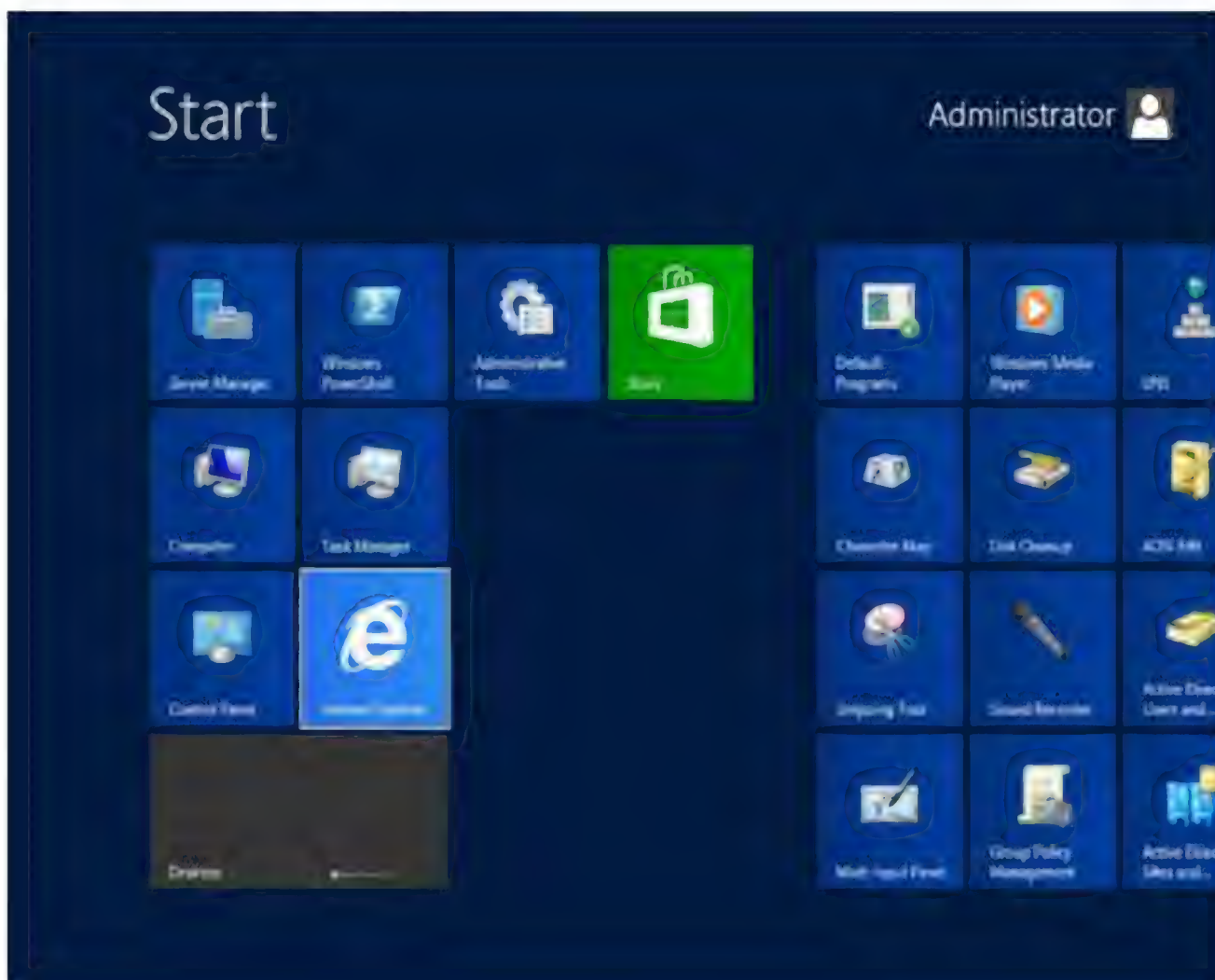
IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



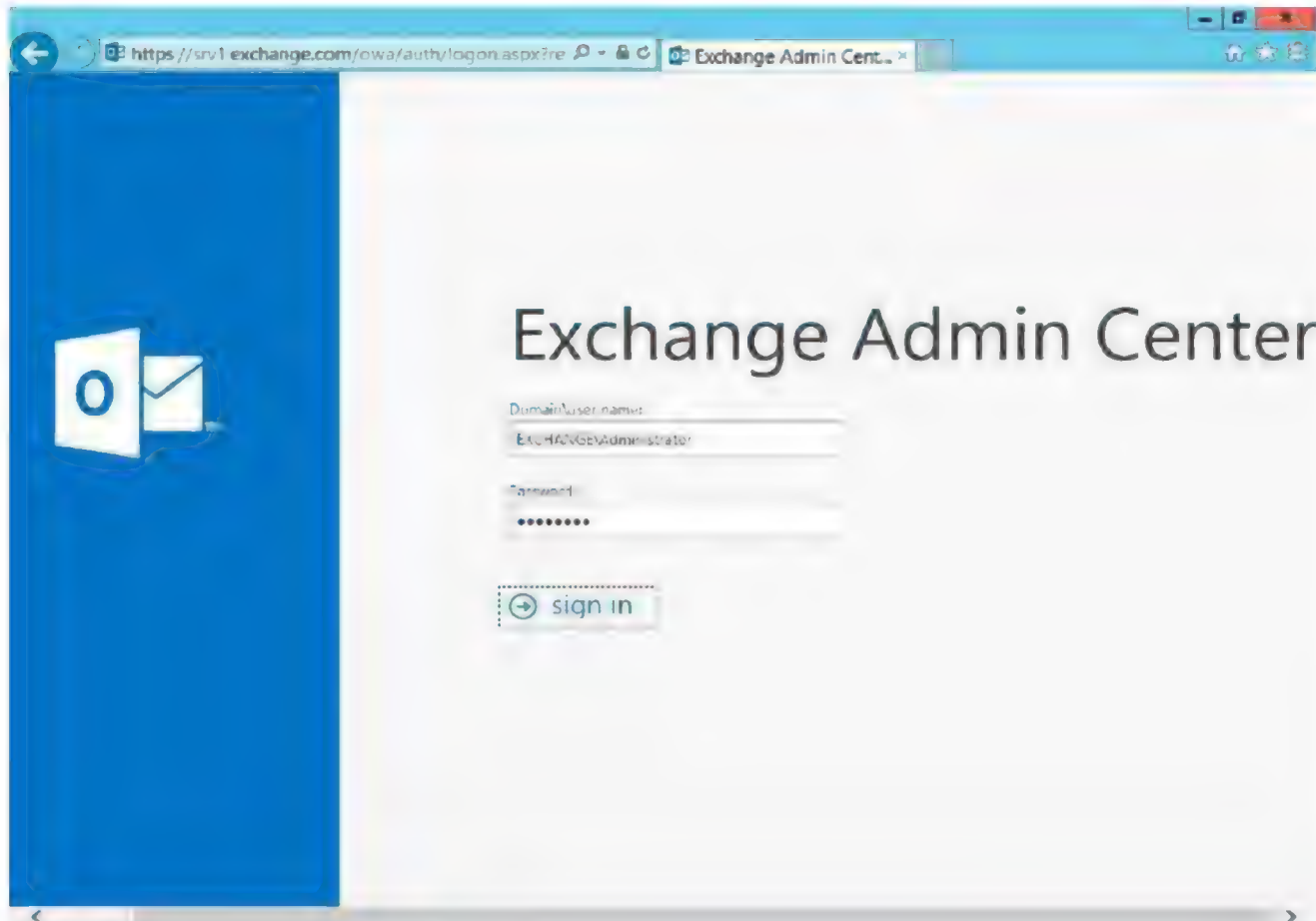
- **Open Internet Explorer**



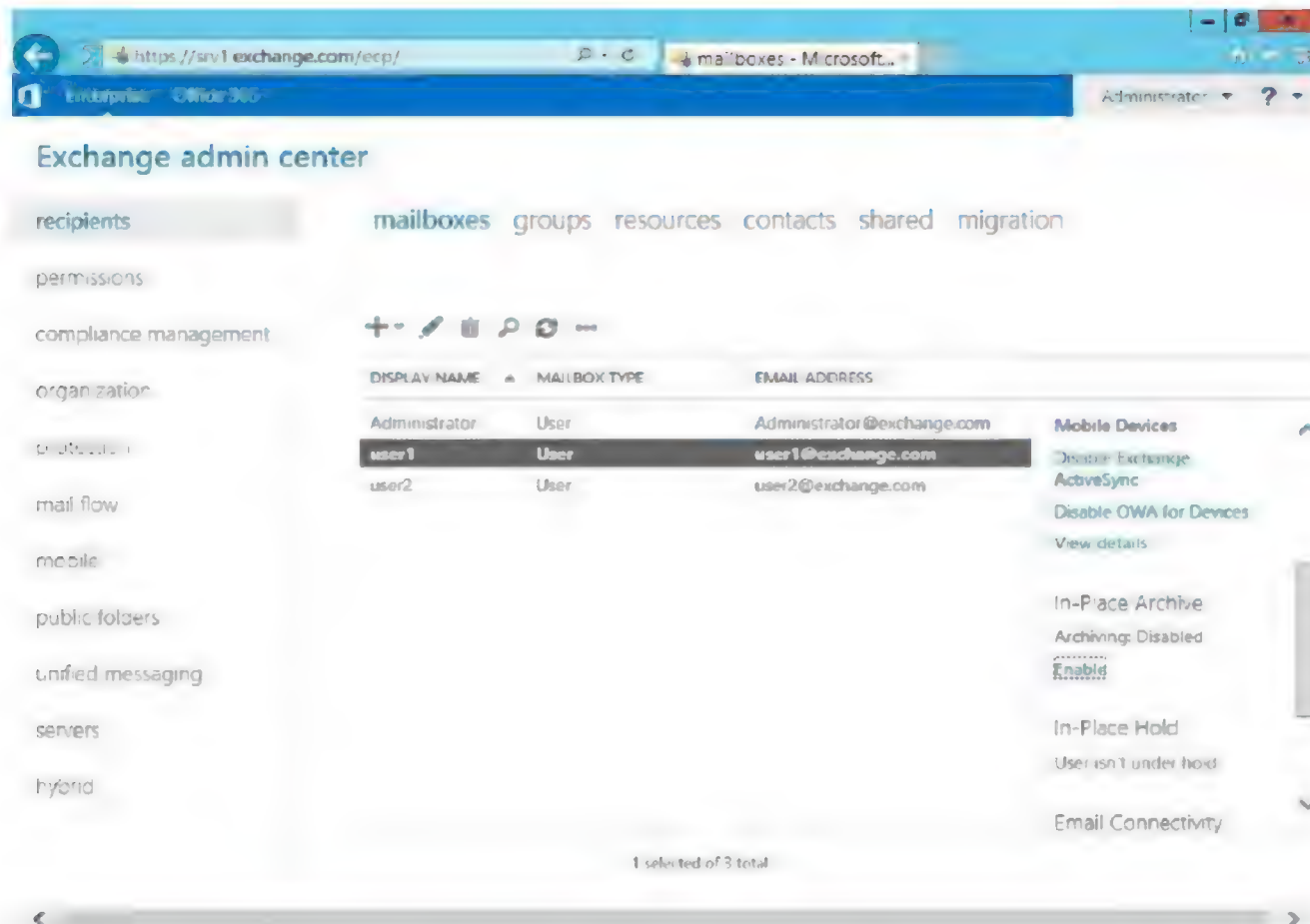
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



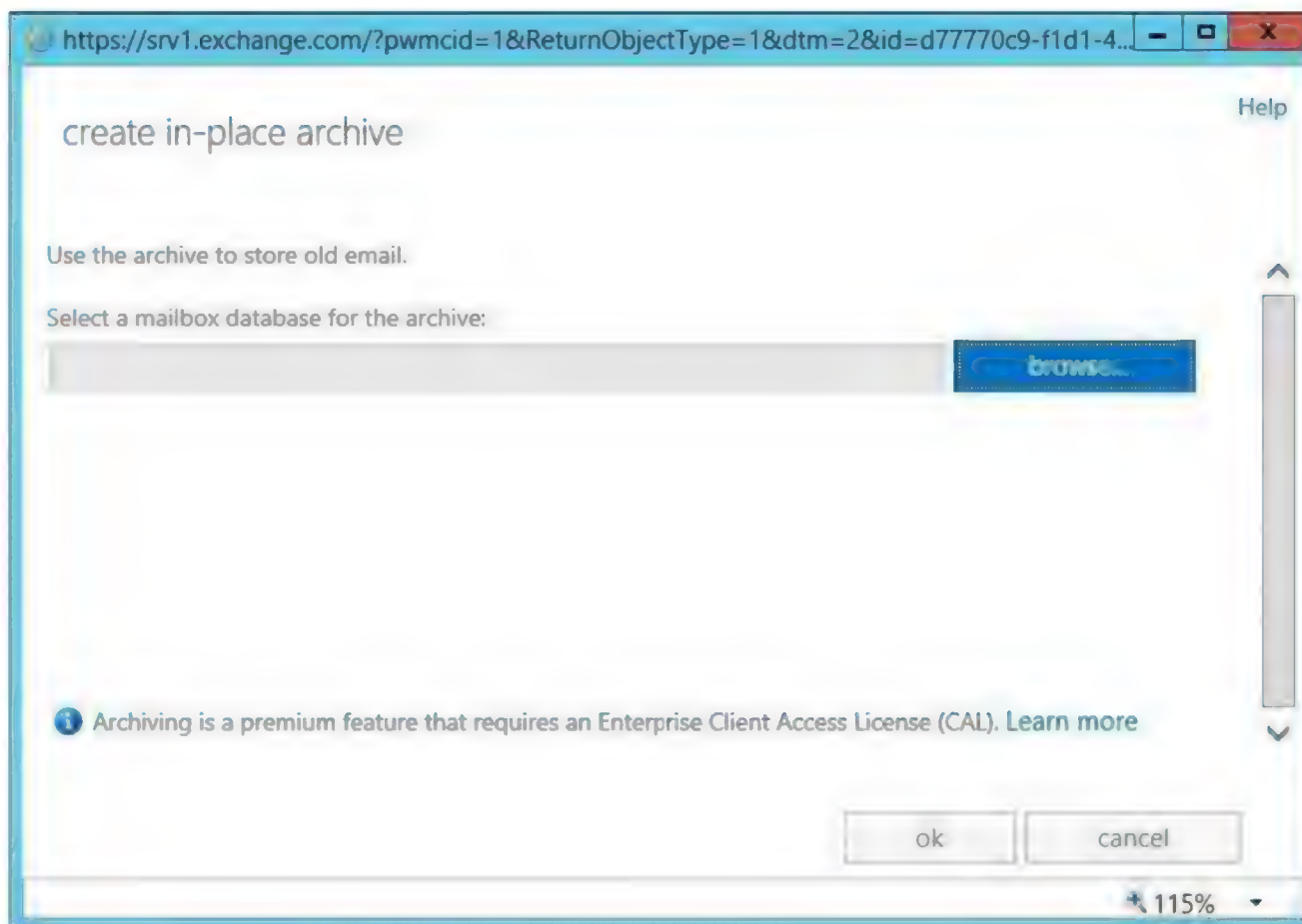
- Enter **User Name and Password**→click **sign in**



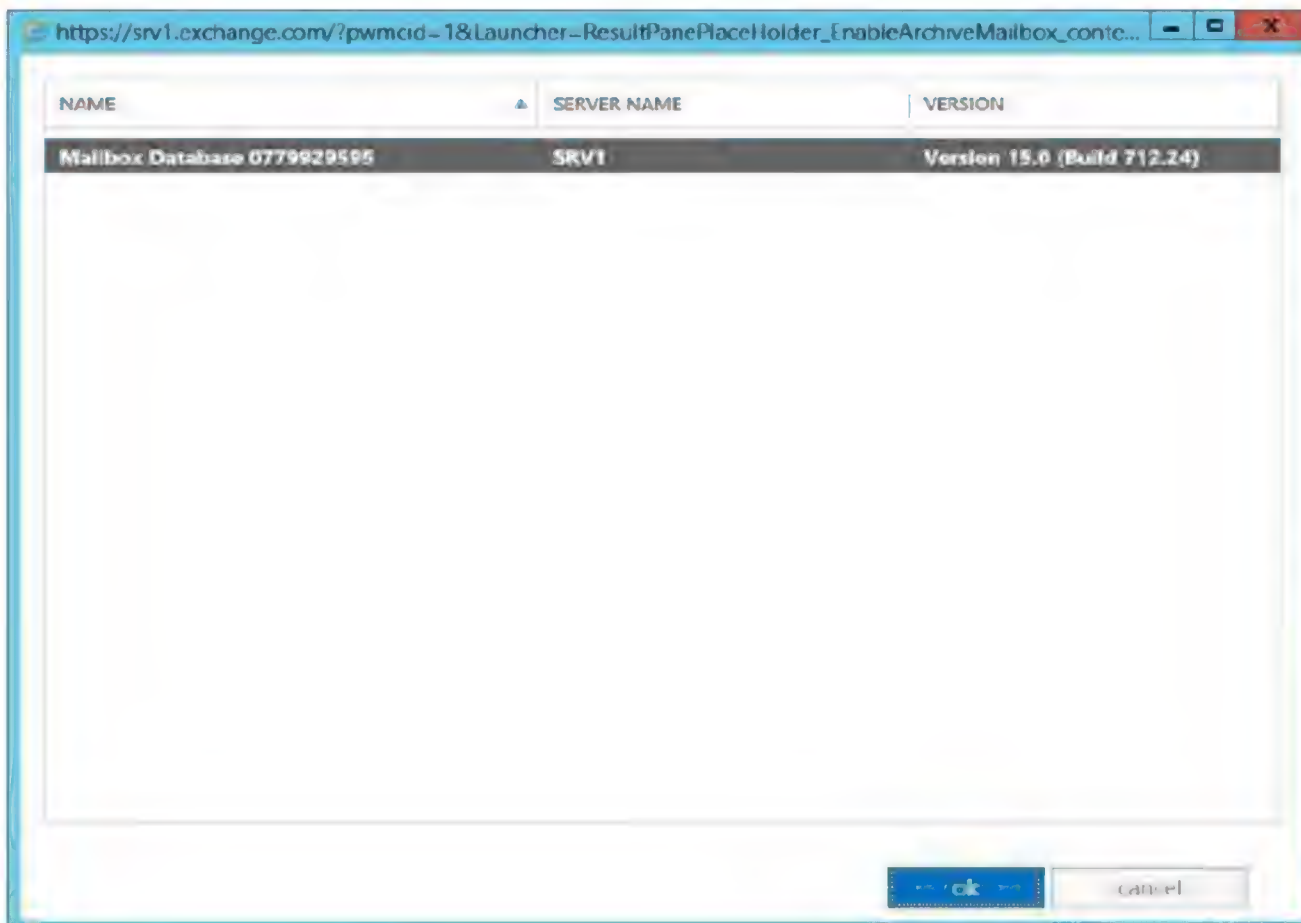
- In **EAC**→select **Recipients**→select user (**Ex:-User1**)→click **Enable** under **In-Place Archiving** in **Details Pane**



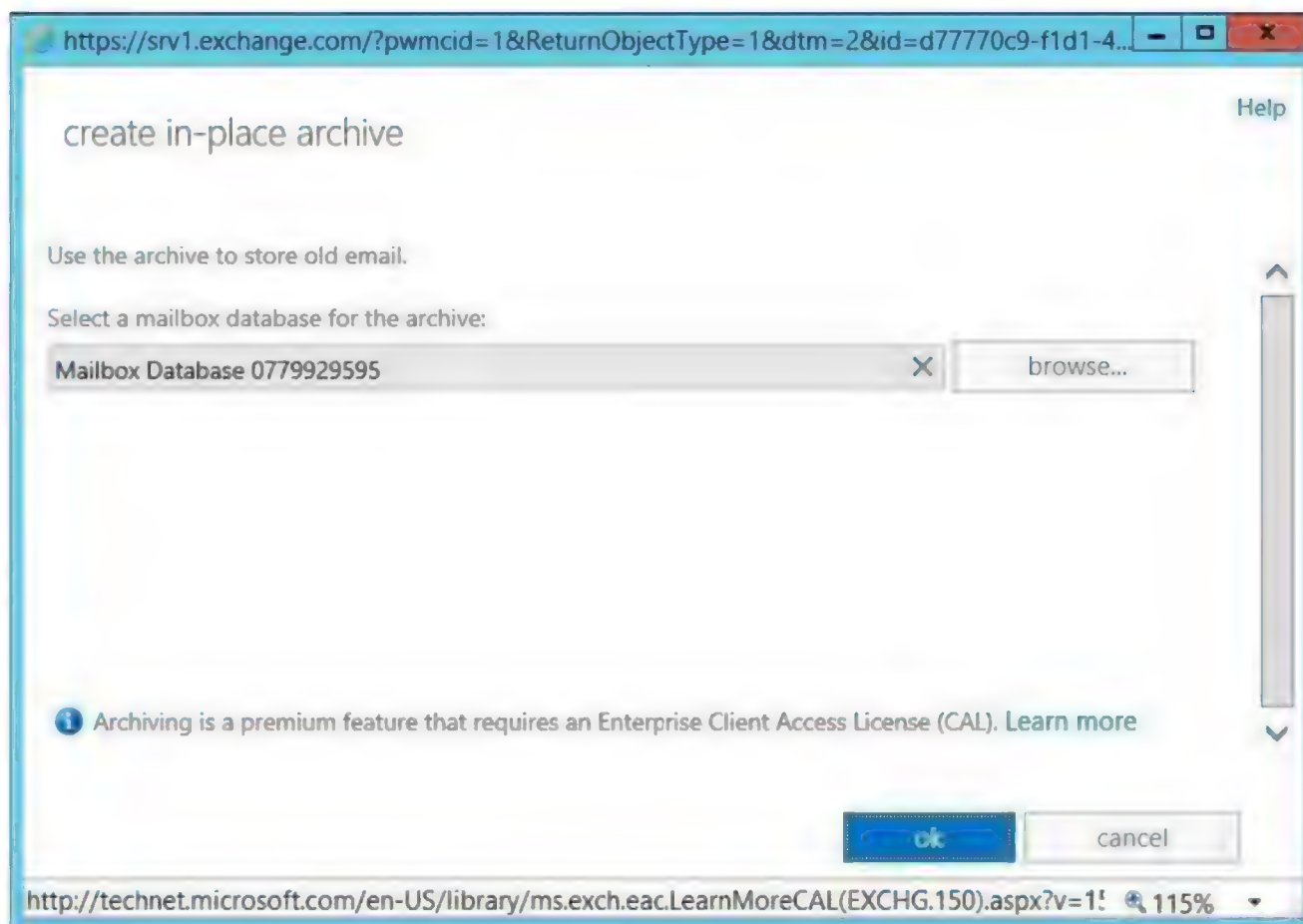
- Click **Browse**



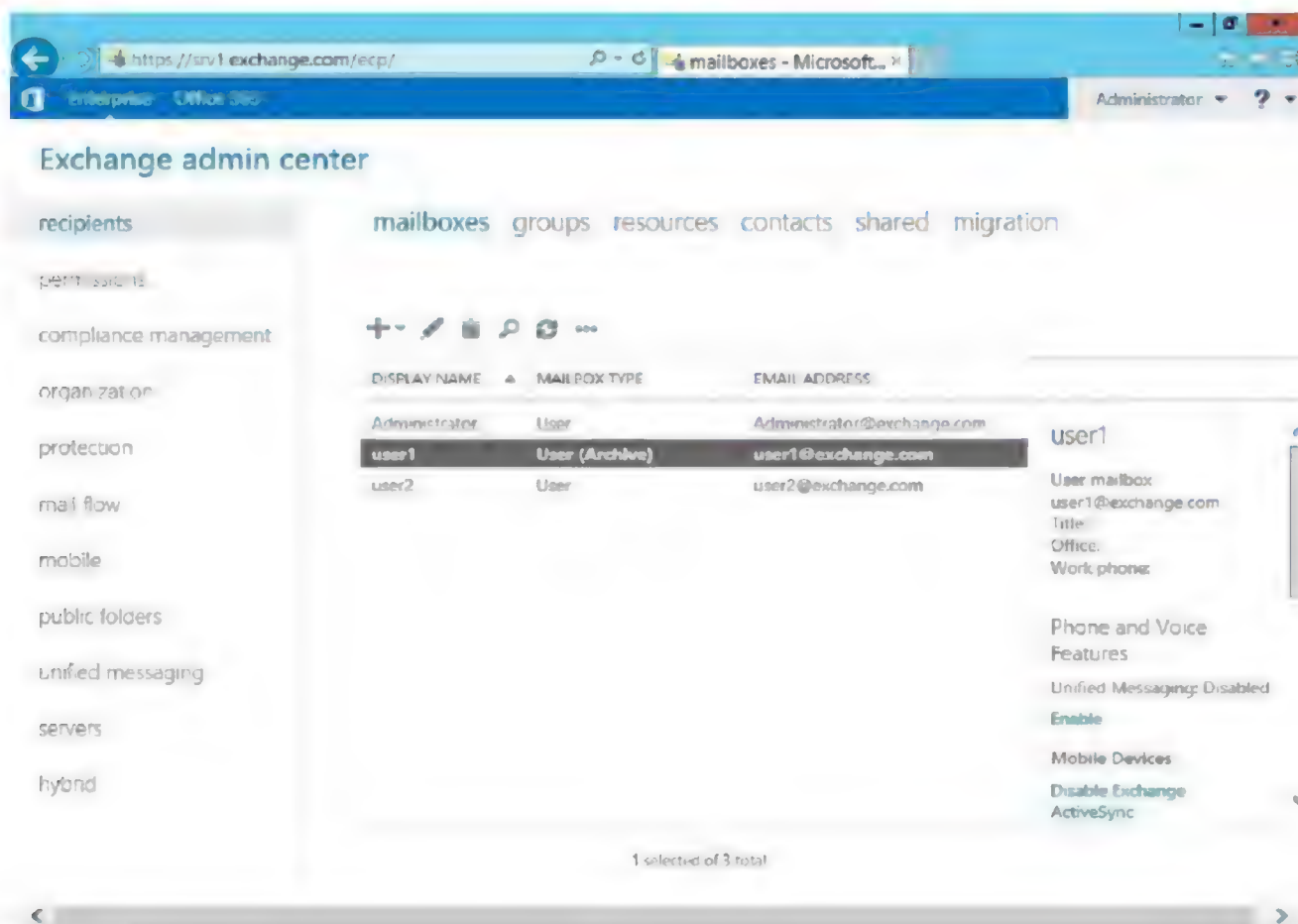
- Select **Database**→click **Ok**



- Click **Ok**

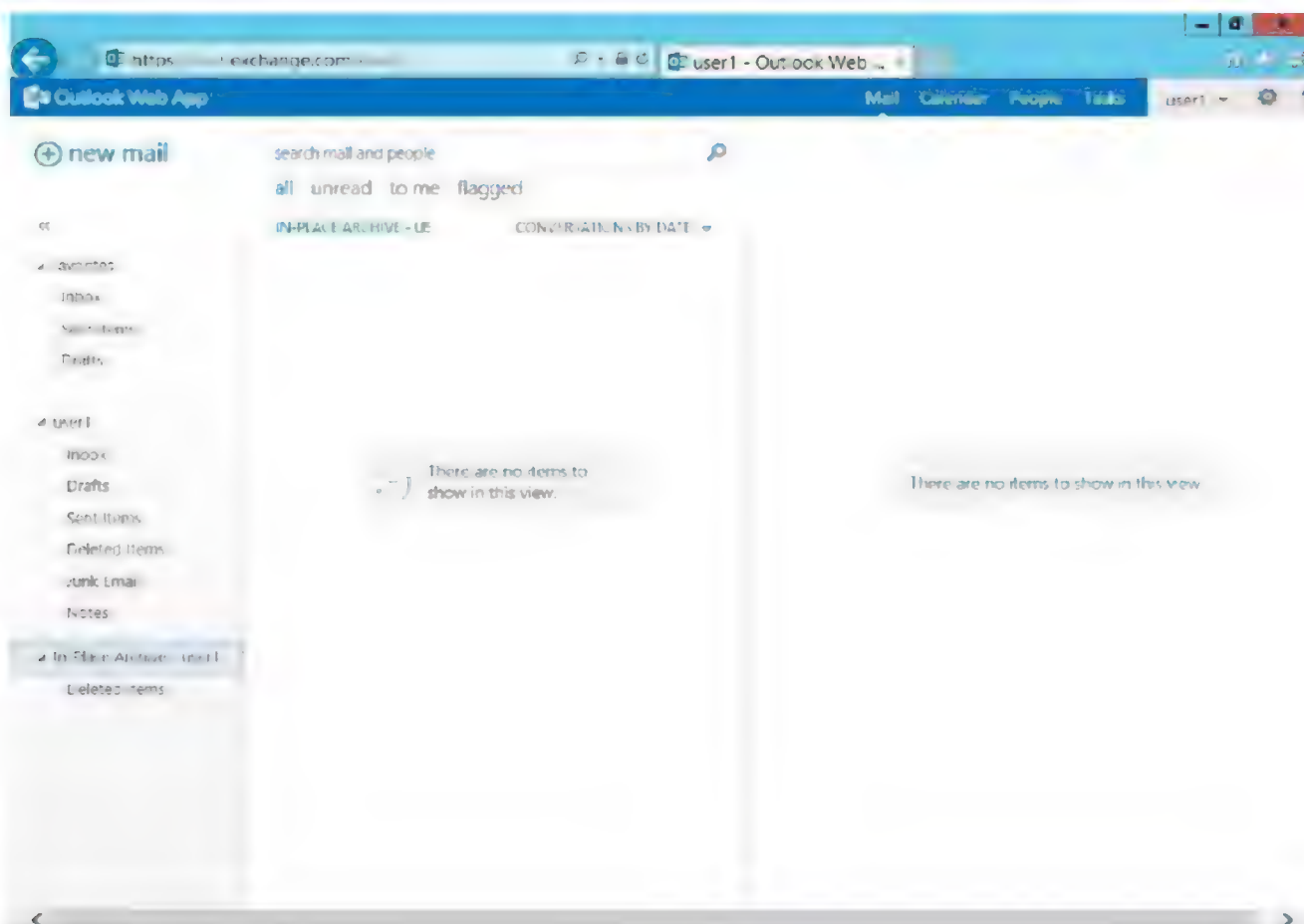


- In EAC verify **Enabled Archive Mailbox** for **User1**



Verification:

- Login as **User-1** in **Outlook Web App** & verify **Enabled Archive Mailbox**



Lab – 24: Creating Public Folder Mailbox and Public Folder

Objective:

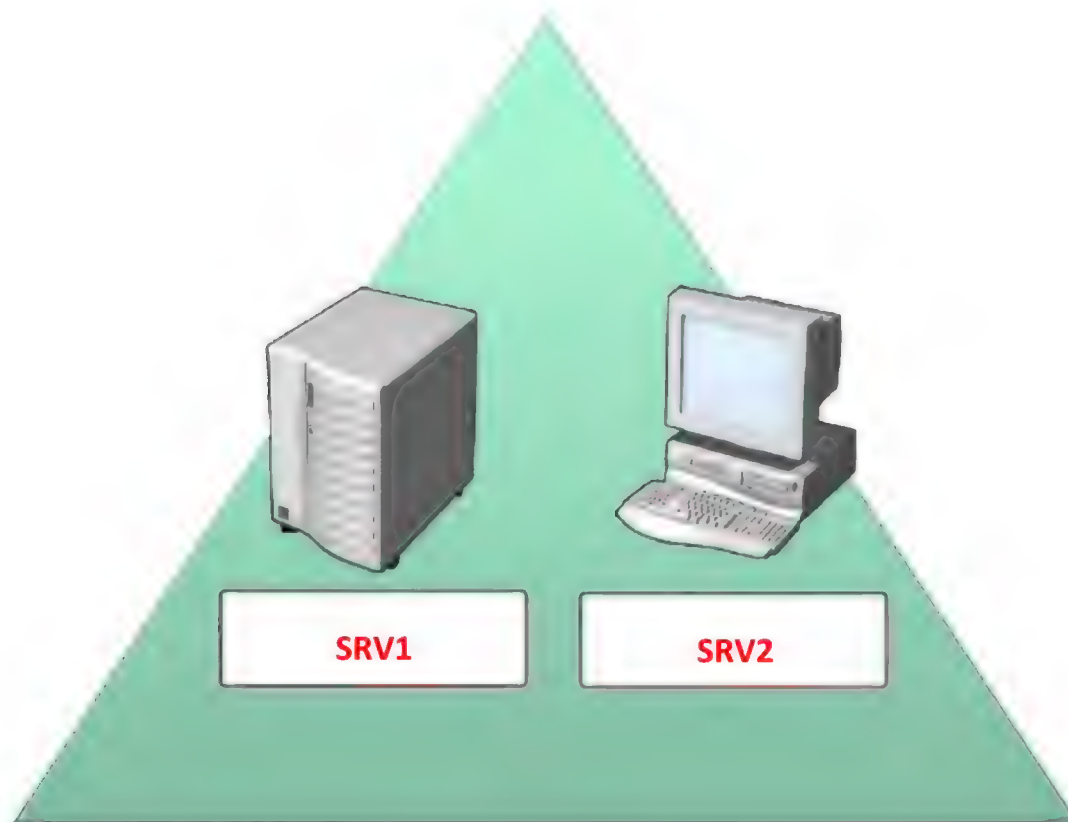
To manage Public Folder Mailbox and Public Folders for sharing resources

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

Topology:



EXCHANGE.COM

SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

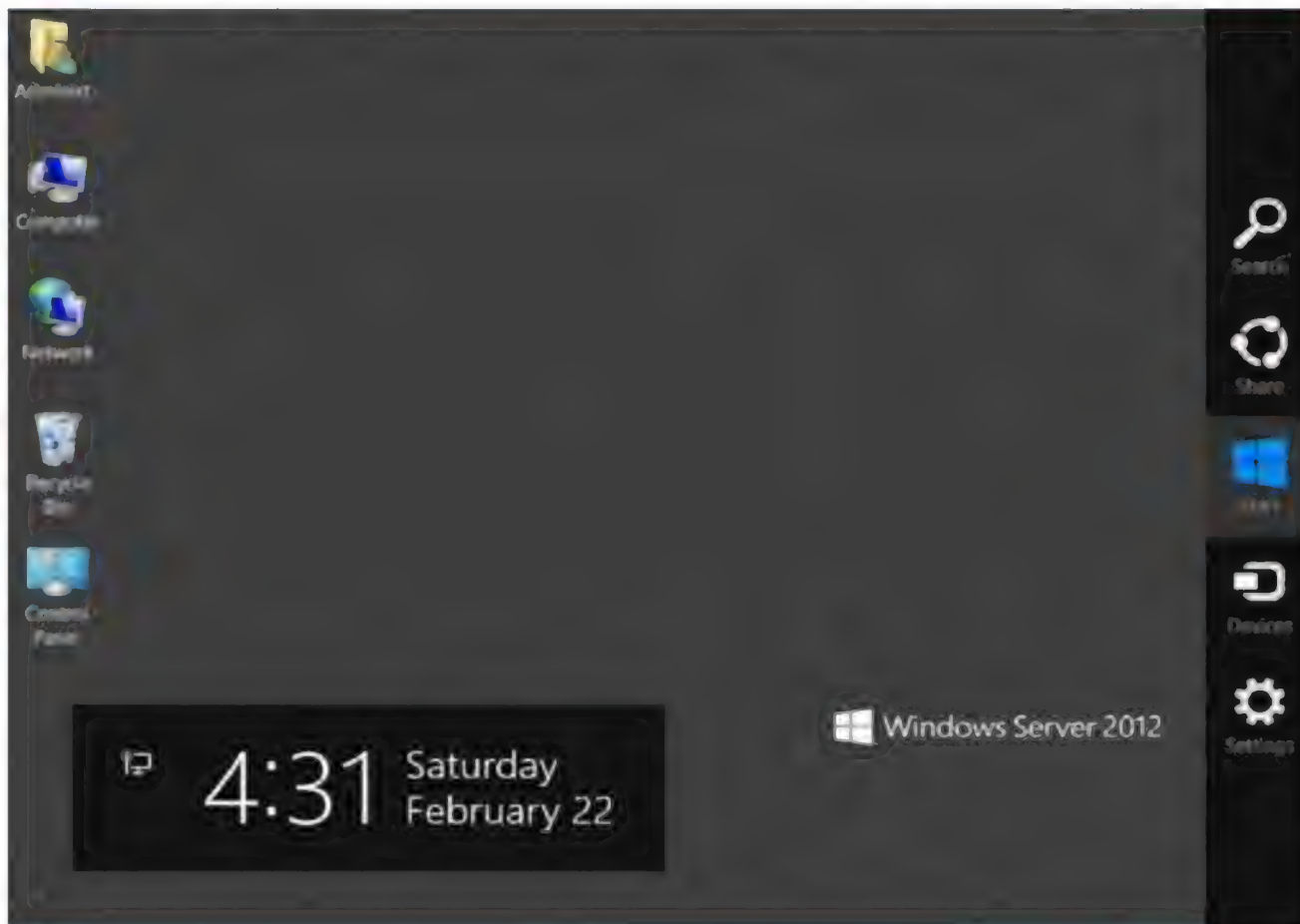
SRV2

Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



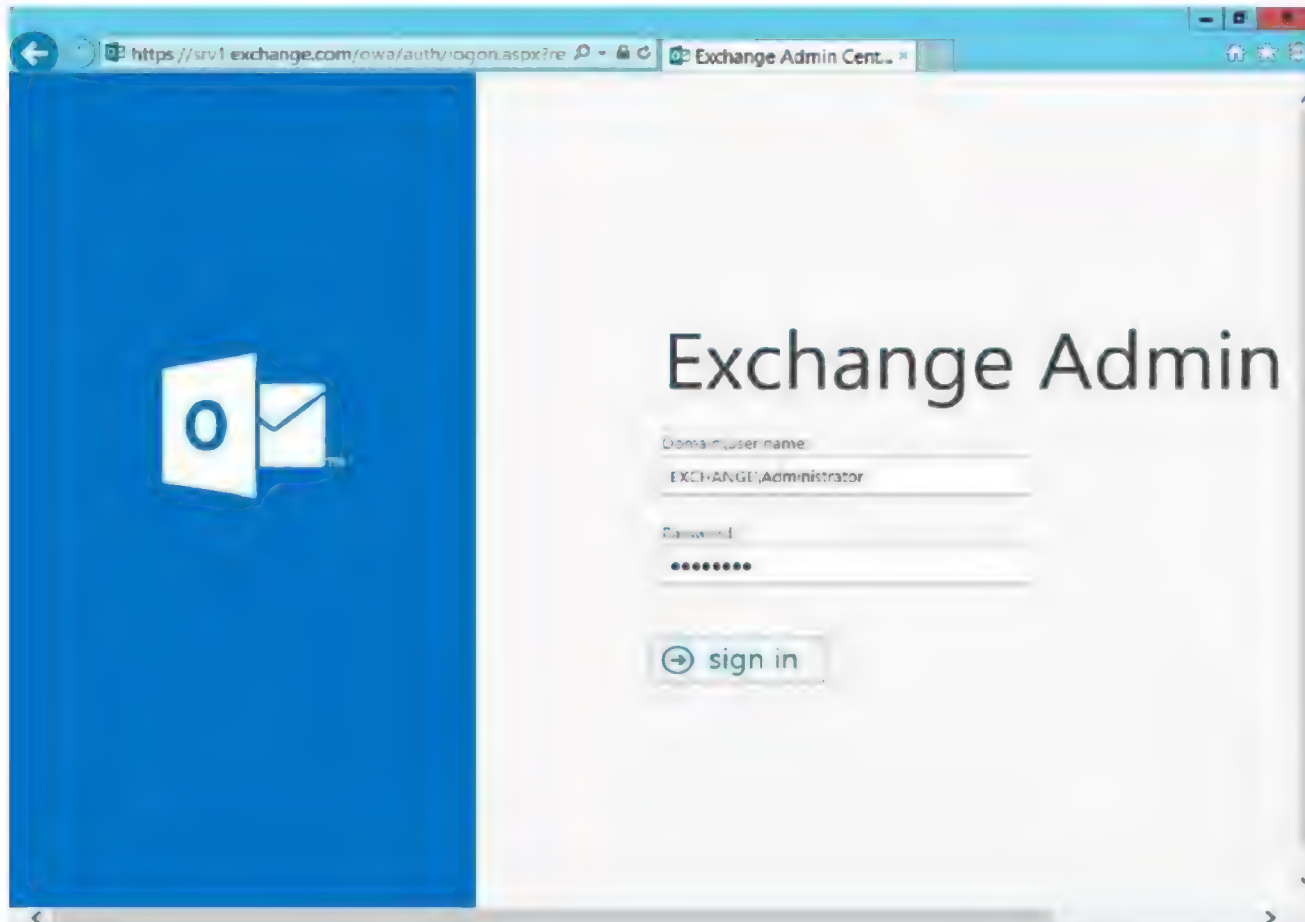
- **Open Internet Explorer**



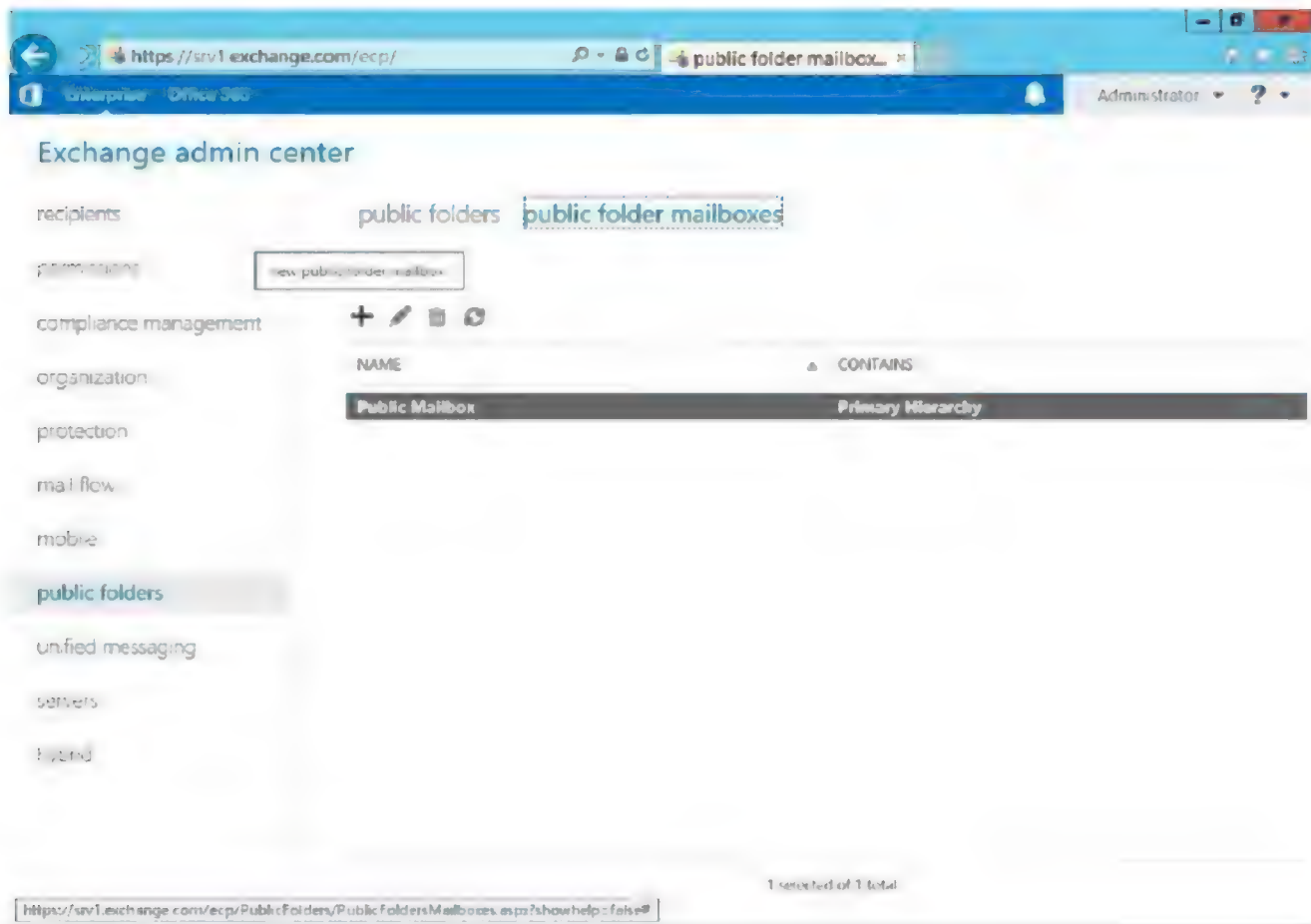
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



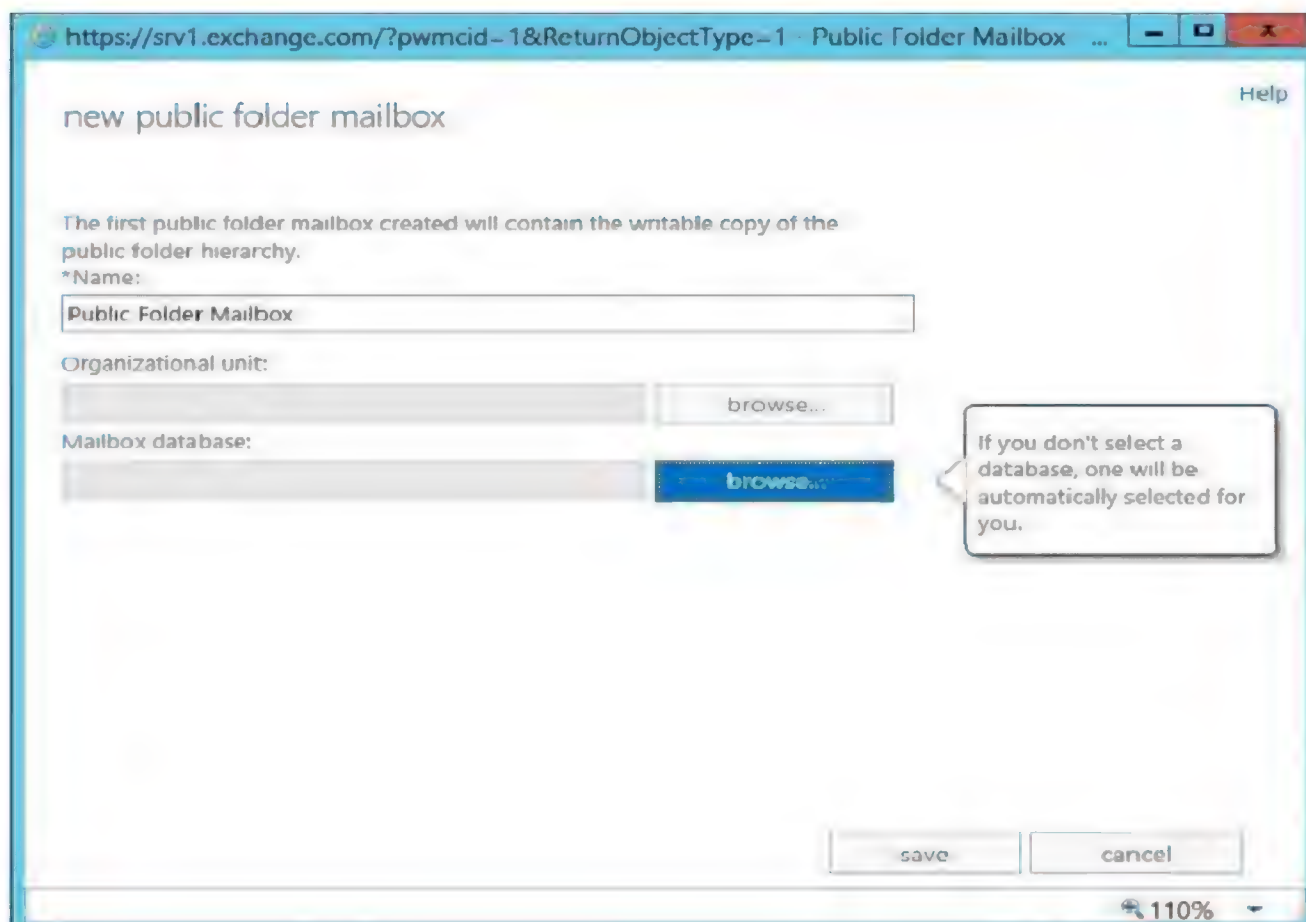
- Enter **User Name and Password**→click **sign in**



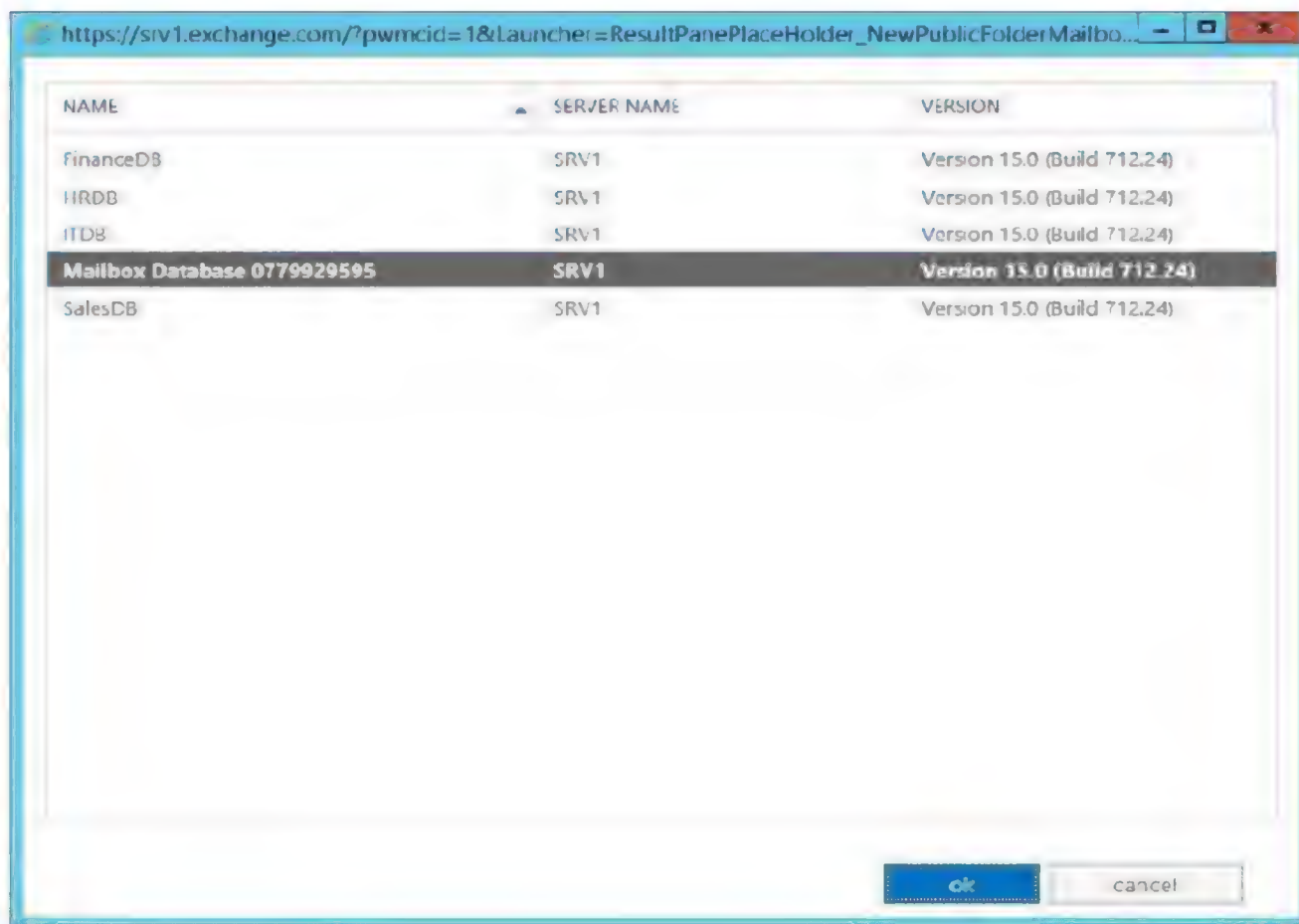
- In **EAC**→select **Public Folders**→select **Public Folder Mailbox**→click **New Public Folder Mailbox**



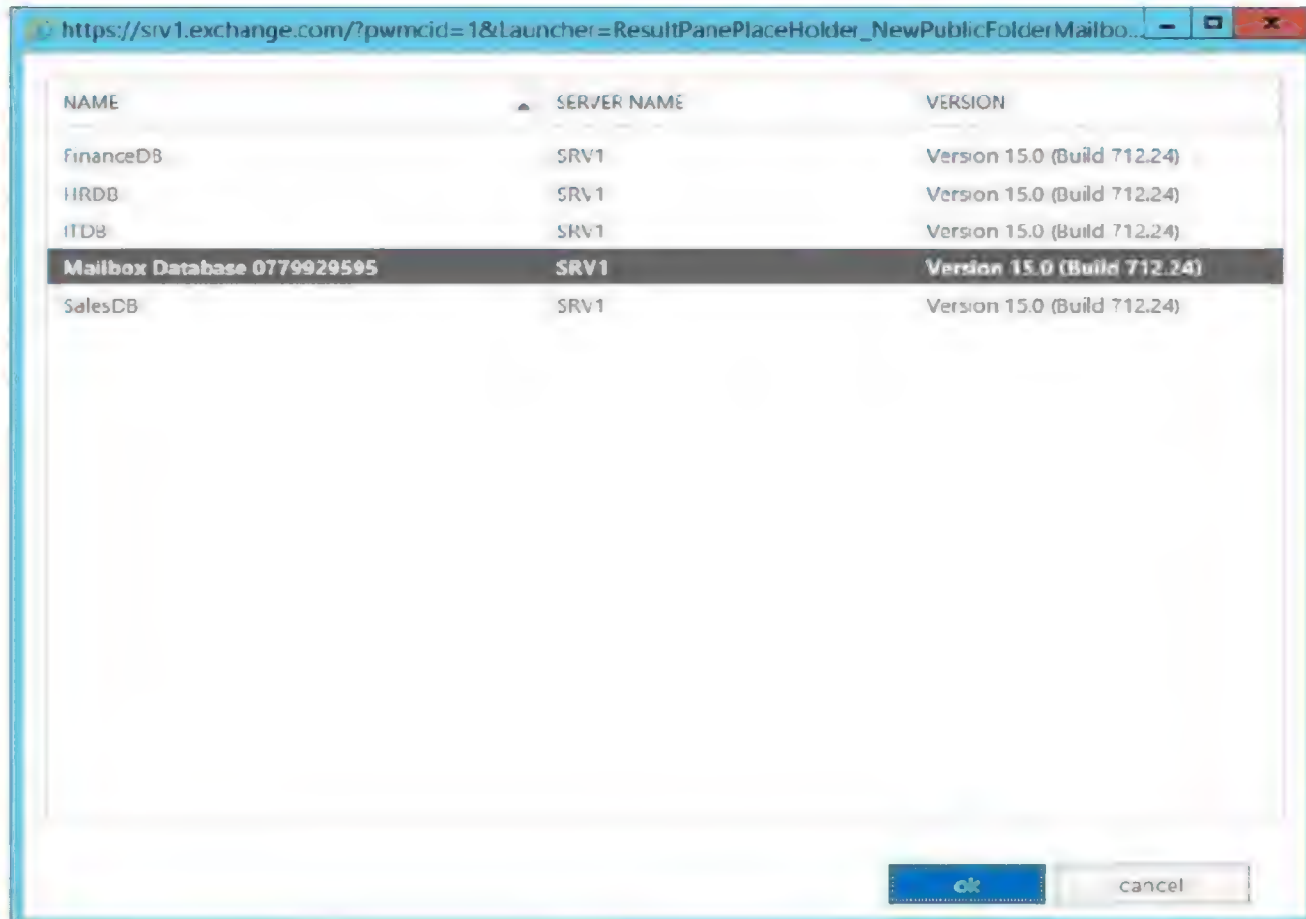
- Enter **Public Folder Mailbox Name** (Ex:-**Public Folder Mailbox**)→click **Browse**



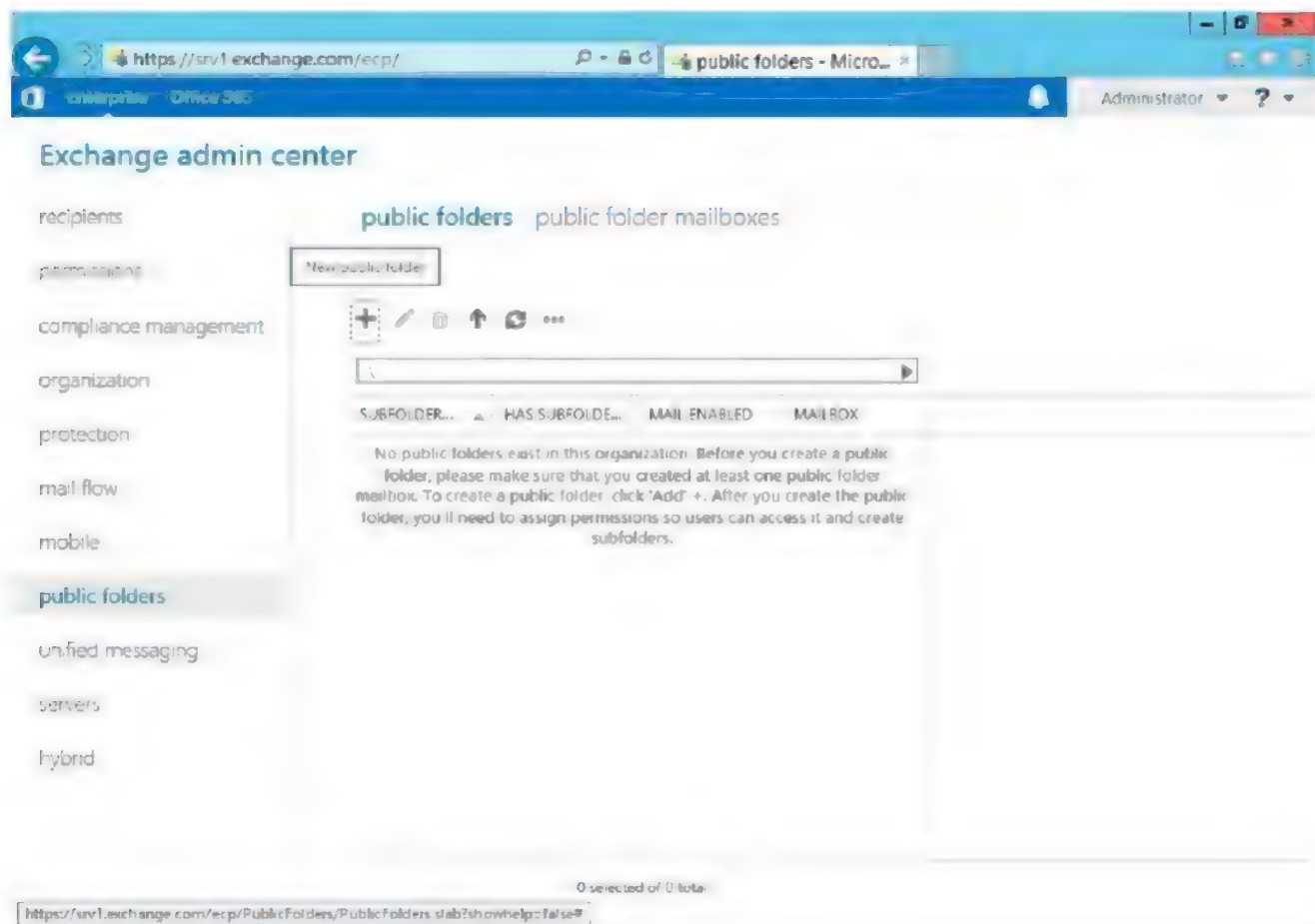
- Select **Database** (Ex:-Mailbox Database)→click **Ok**



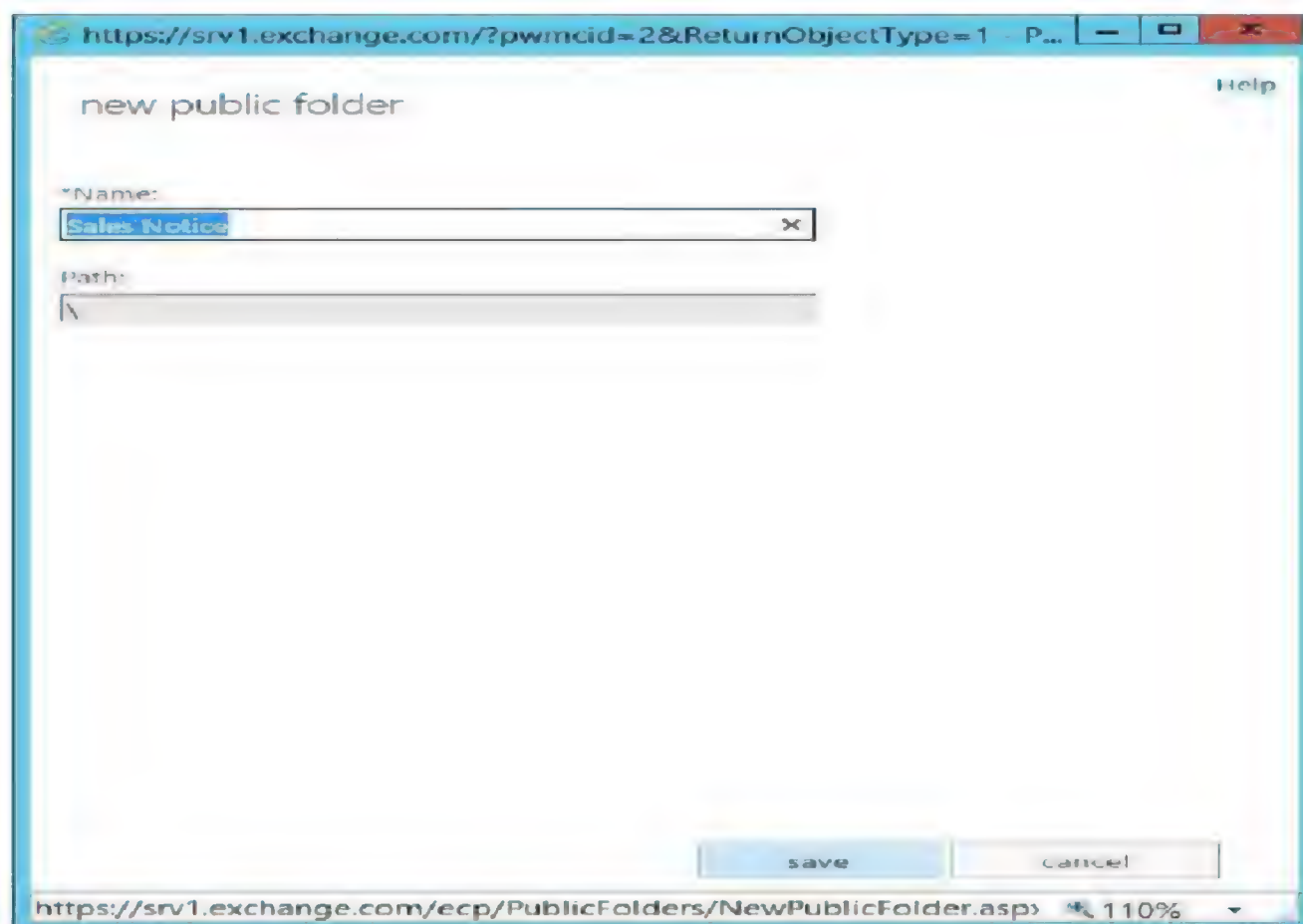
- Click **Save**



- Select **Public Folders Tab**→click **New Public Folder**

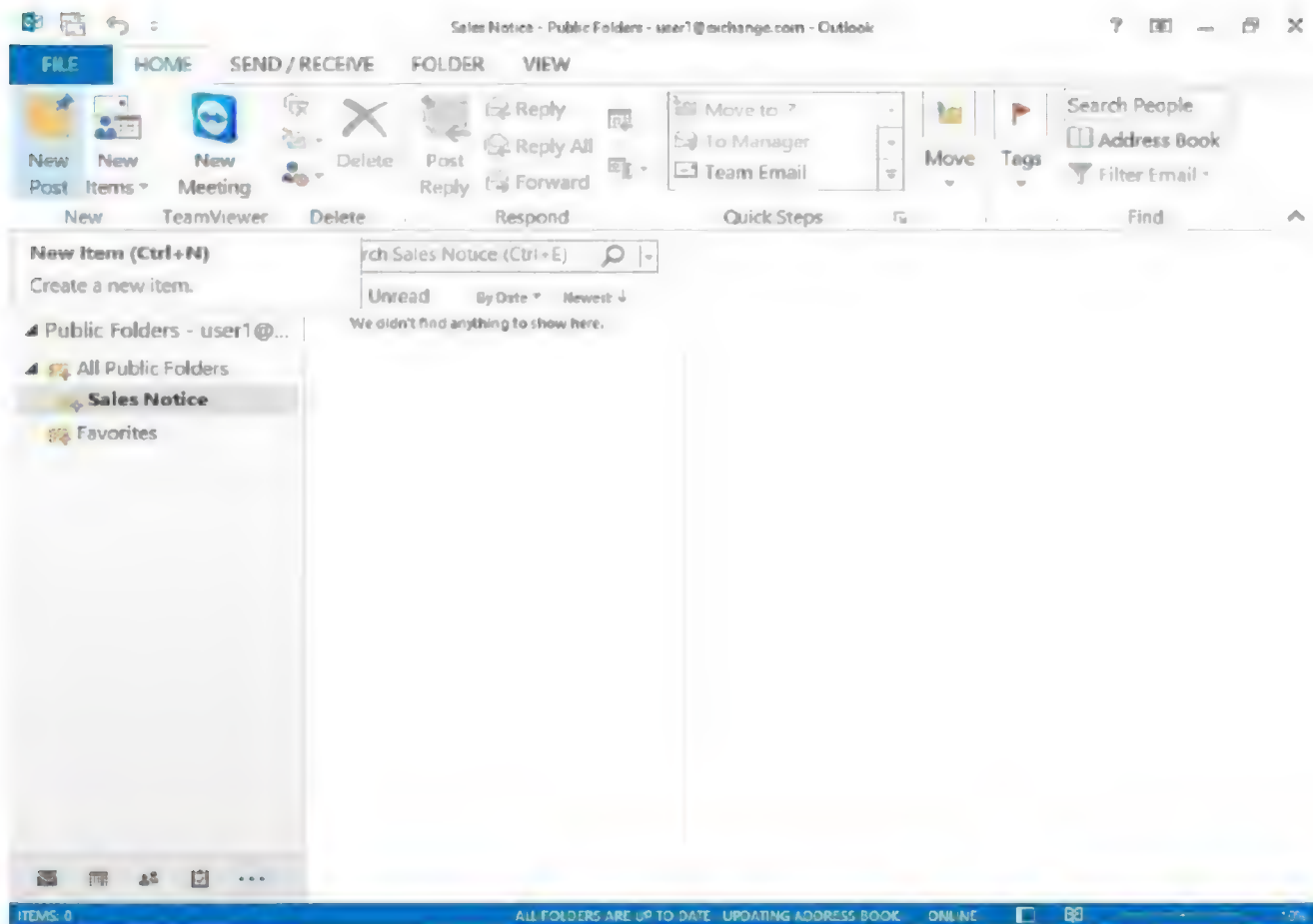


- Enter **Public Folder name (Ex:-Sales Notice)**→click **Save**

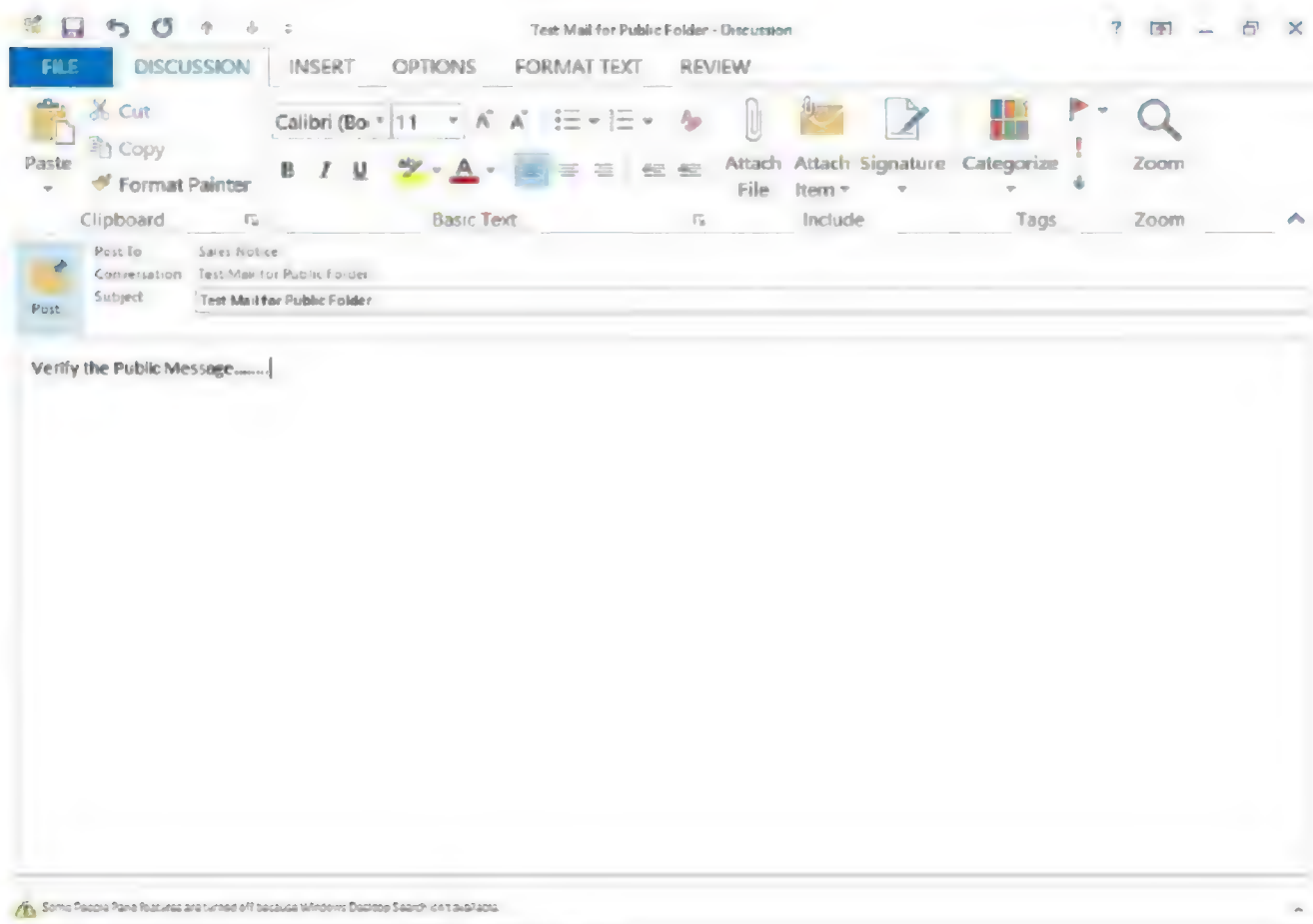


Verification:

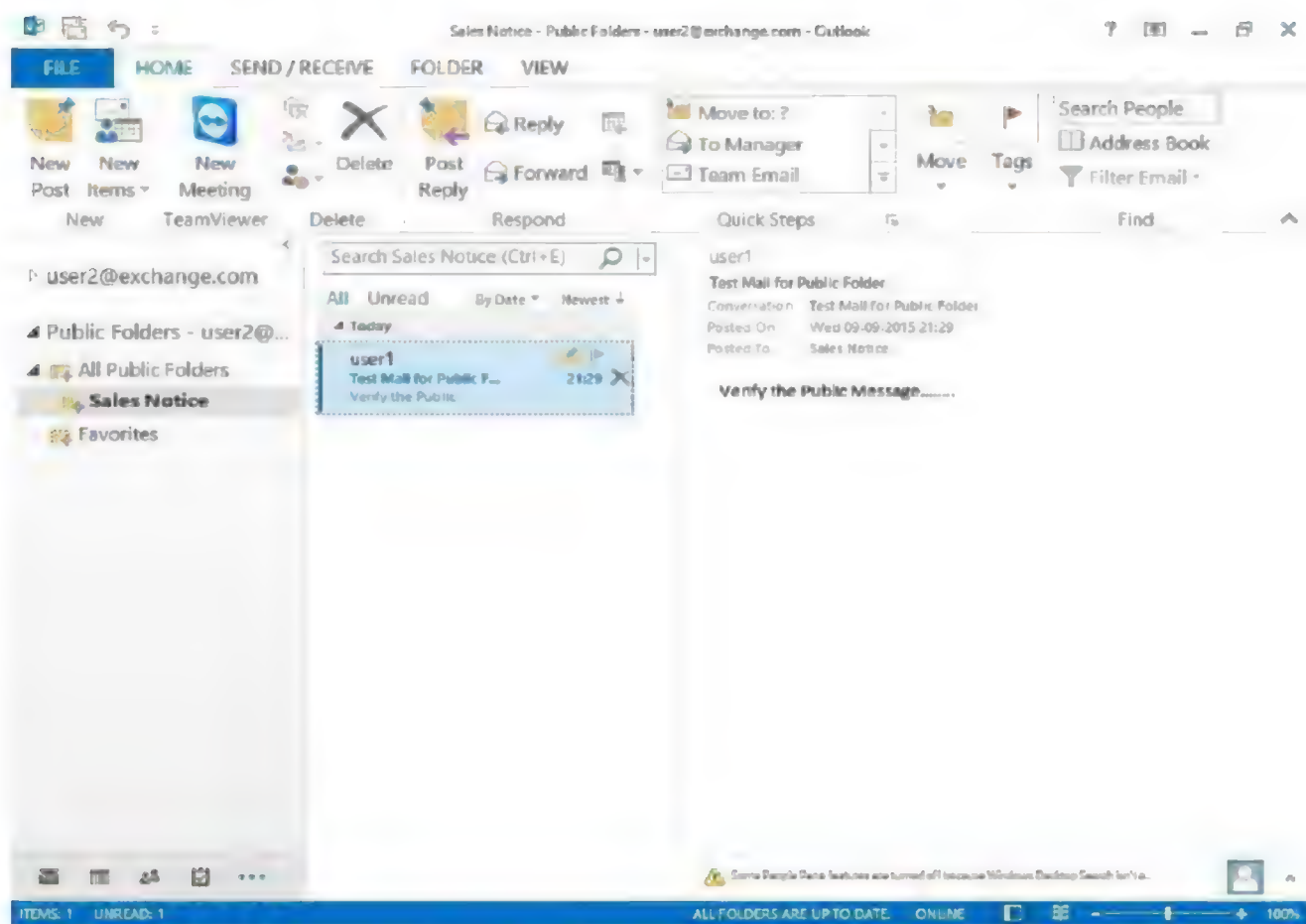
- Login as user (Ex:-User1) in MS Office Outlook→expand **Public Folders, All Public Folders**→select **Sales Notice**→select **New Post**



- Enter **Subject and Message**→click **Post**



Login as user (Ex:-User2) in MS Office Outlook→access Public Folder Message



Lab – 25: Enabling Malware Filter

Objective:

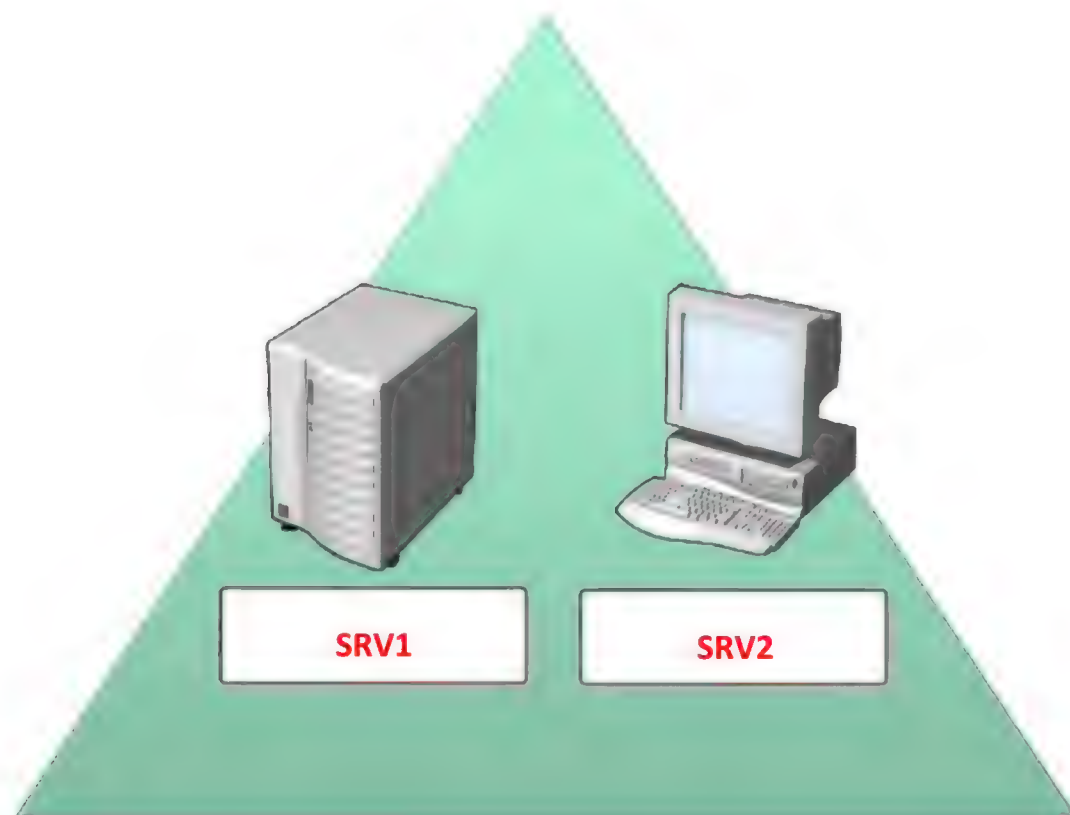
To prevent malicious emails from reaching Exchange users

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

Topology:



SRV1

Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

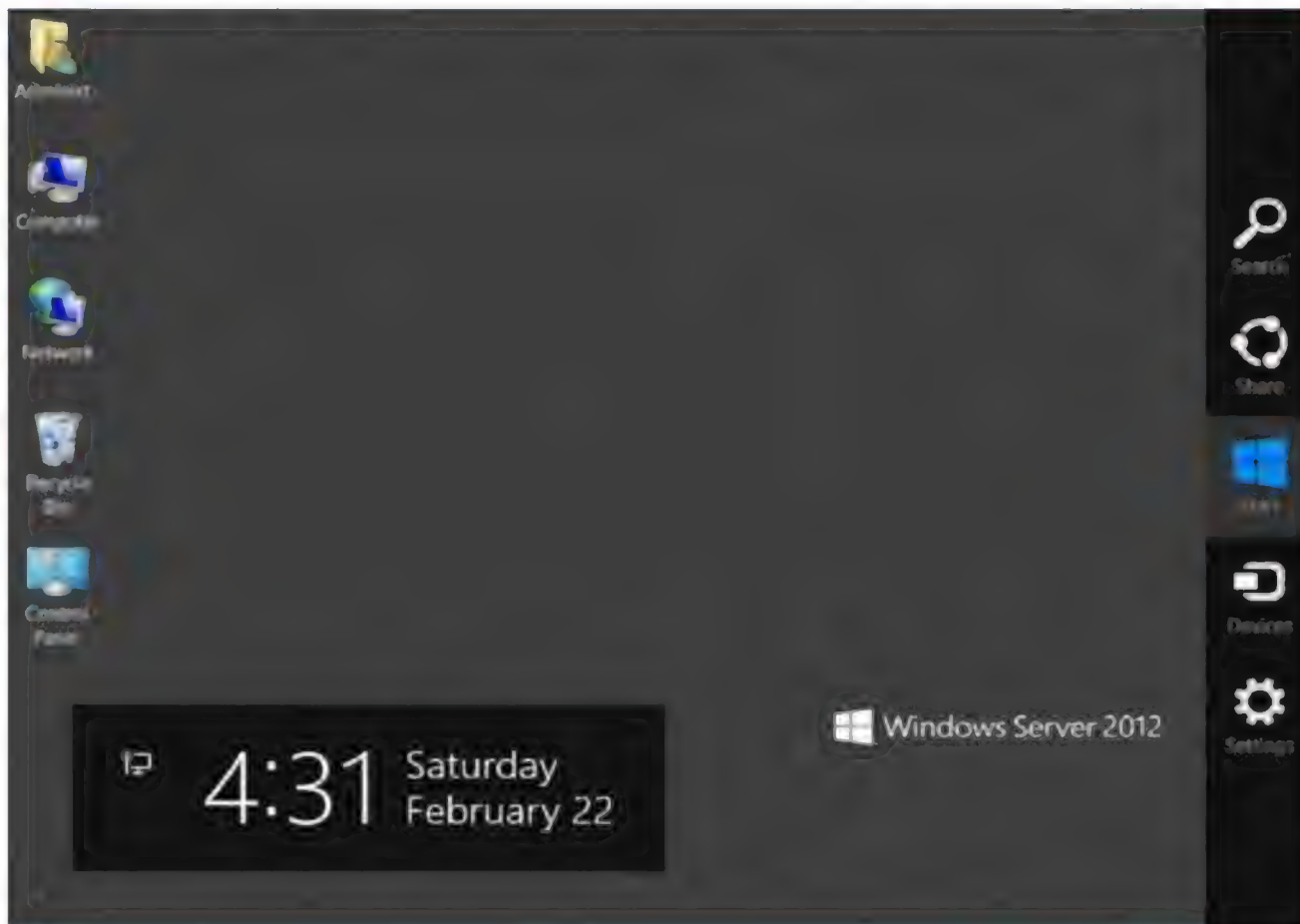
SRV2

Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

Steps:

- **Start**



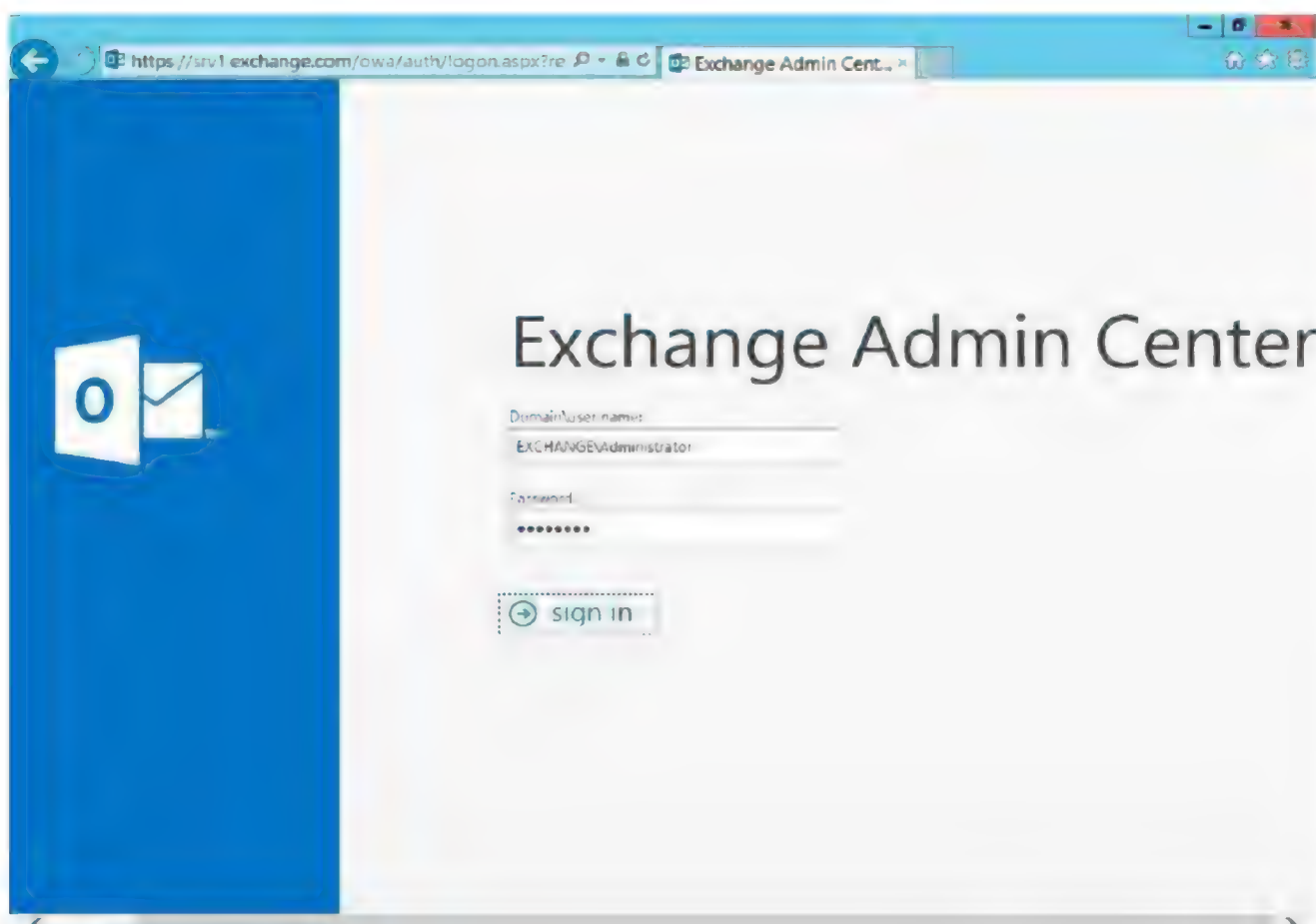
- **Open Internet Explorer**



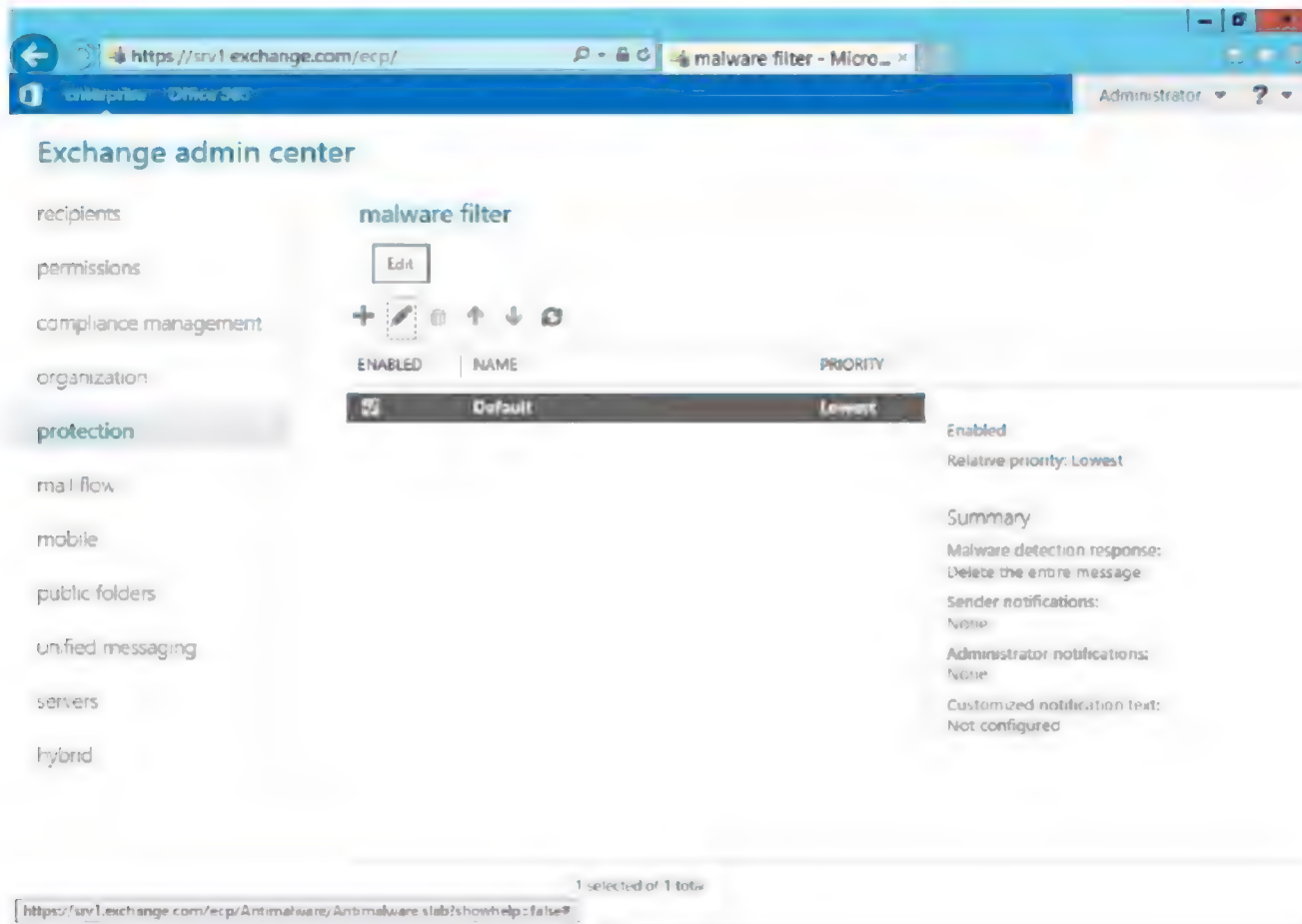
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



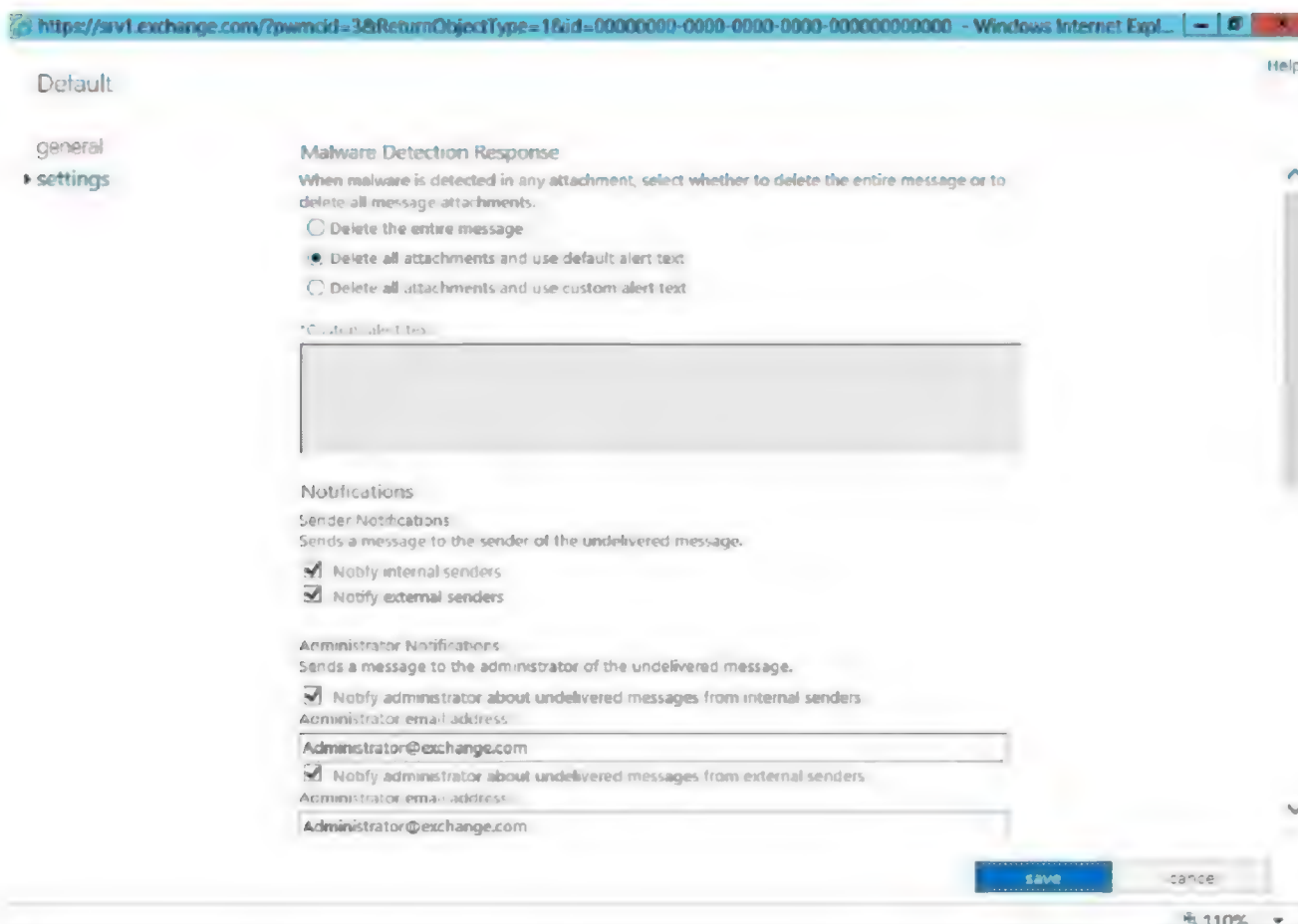
- Enter **User Name and Password**→click **sign in**



- In **EAC**→select **Protection**→click **Edit**

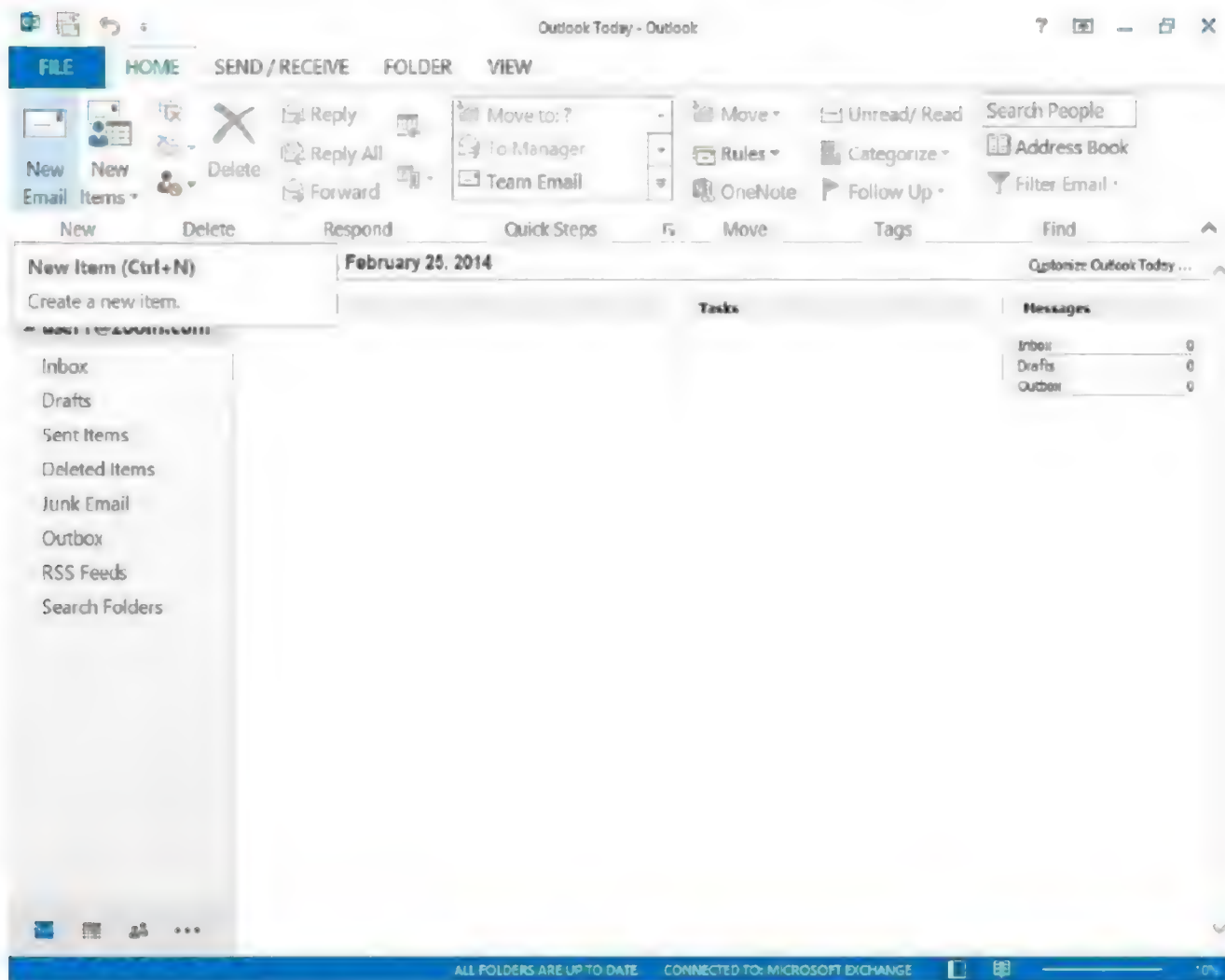


- Select **settings**→click **delete attachments**→check **Notify Internal & External Senders**→enter email address (Ex:-administrator@exchange.com)→click **Save**

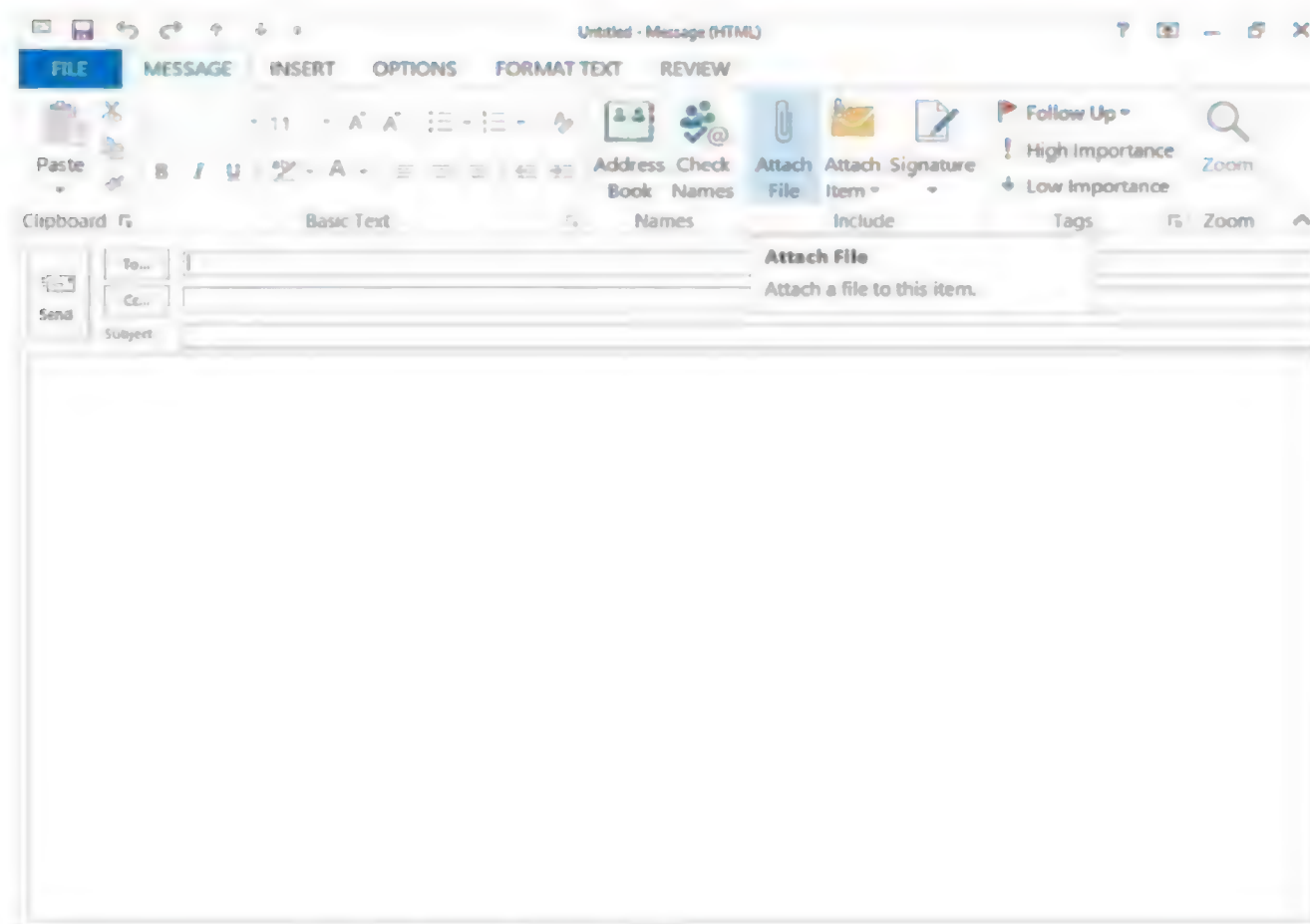


Verification:

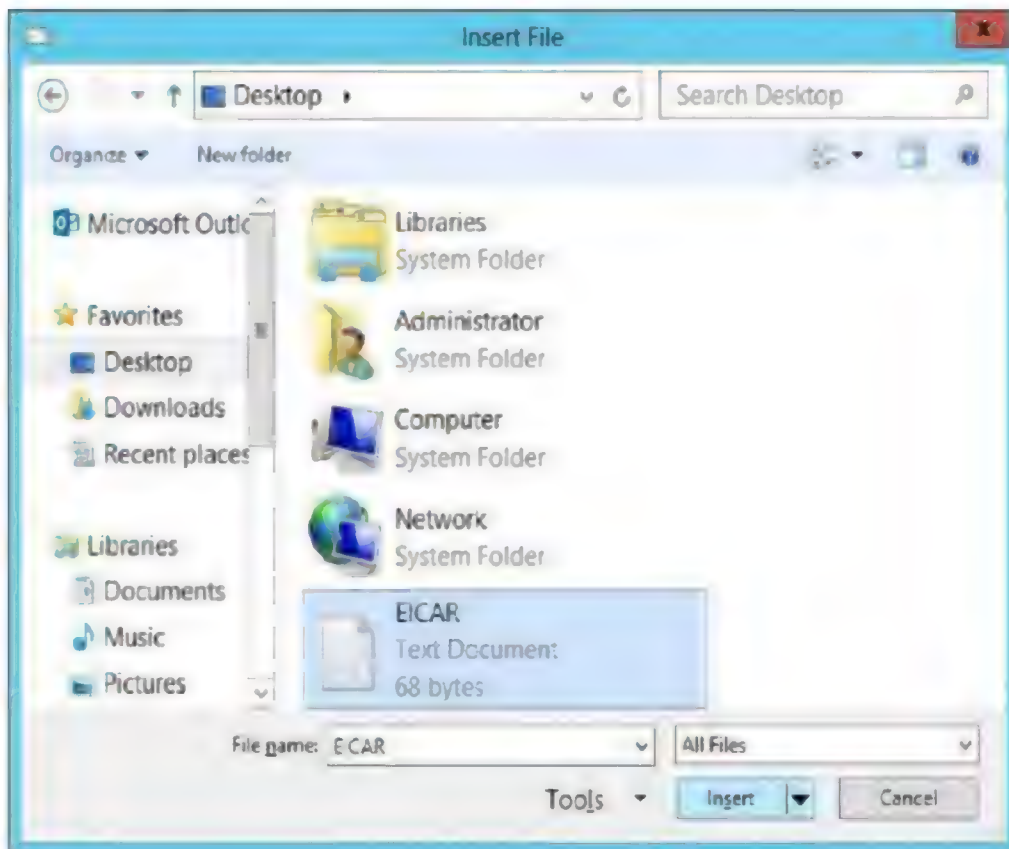
- Login as user (Ex:-User1) in MS Office Outlook→click New Mail



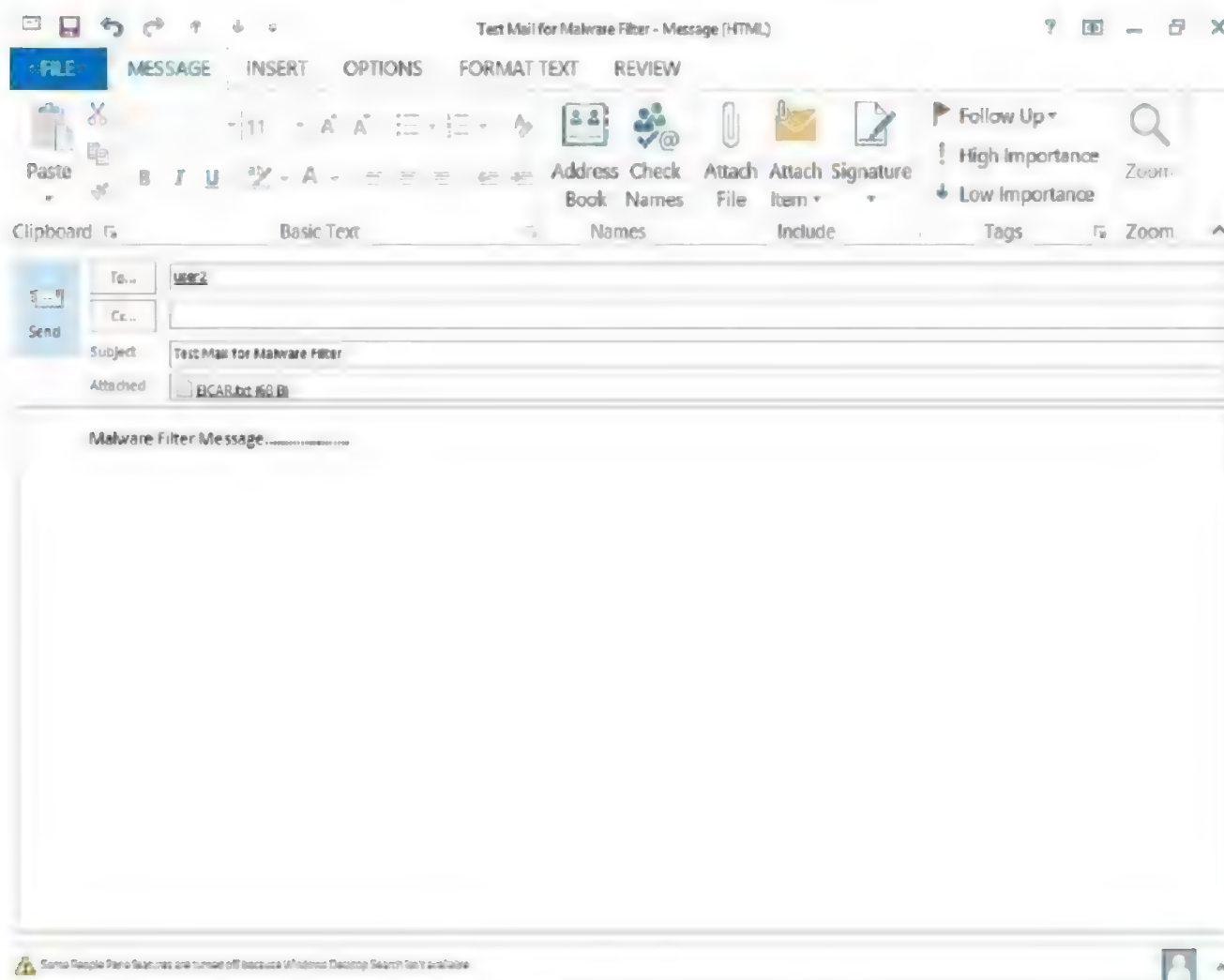
- Click **Attach File**



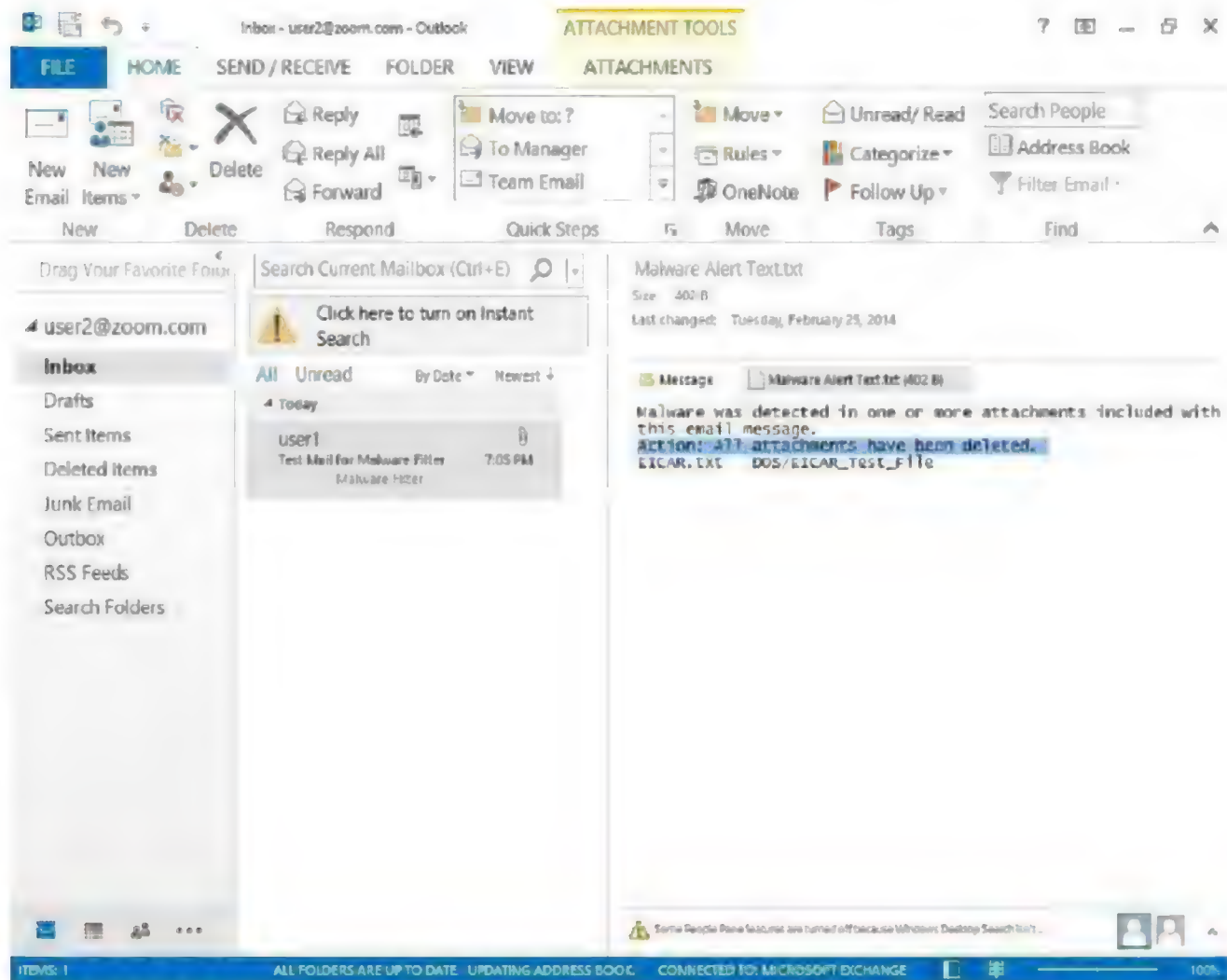
- Select **EICAR** file→click **Insert**



- Enter user in To tab (**Ex:-User2**)→enter **subject**→click **Send**



- Login as user (Ex:-User2)→open **EICAR** file & verify the **notification** from **Exchange**



Lab – 26: Configuring High Availability for Exchange 2013

Objective:

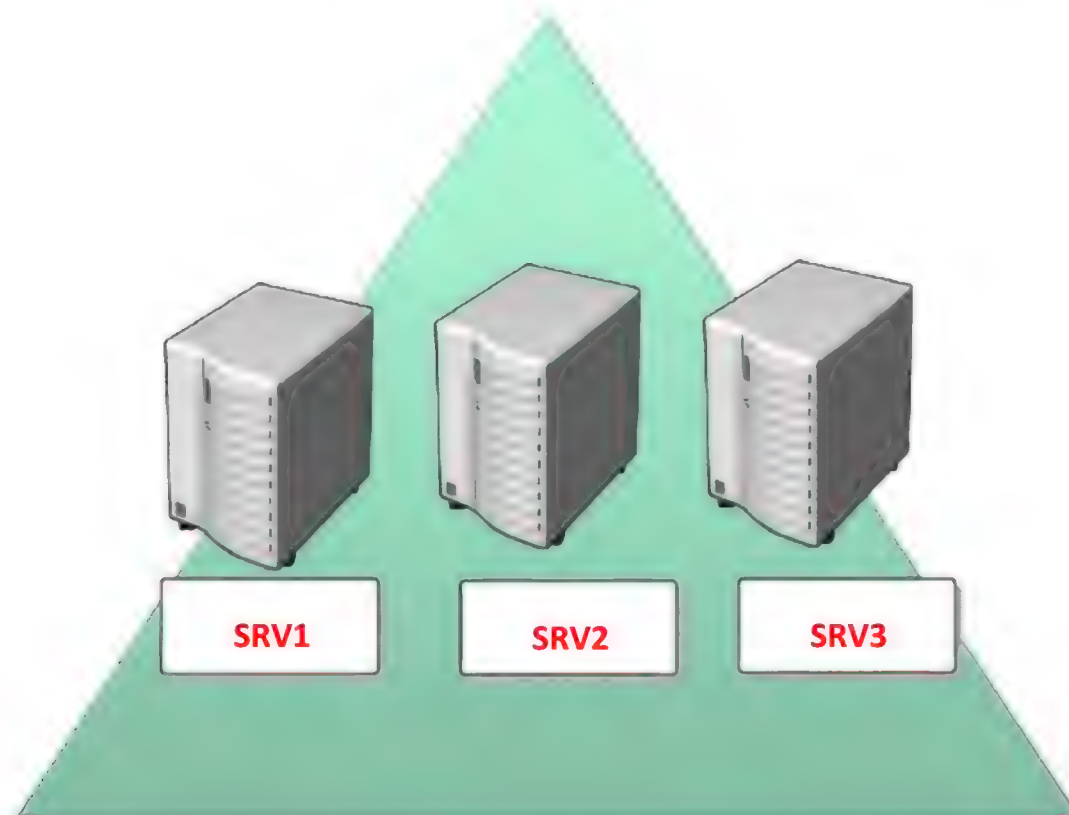
To configure High Availability Services for Exchange Server 2013, so that mail service is available 100% of the time

Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Client Access Server installed.
- Two computers running Windows 2012 Server Member Servers with Mailbox Servers installed.

Topology:

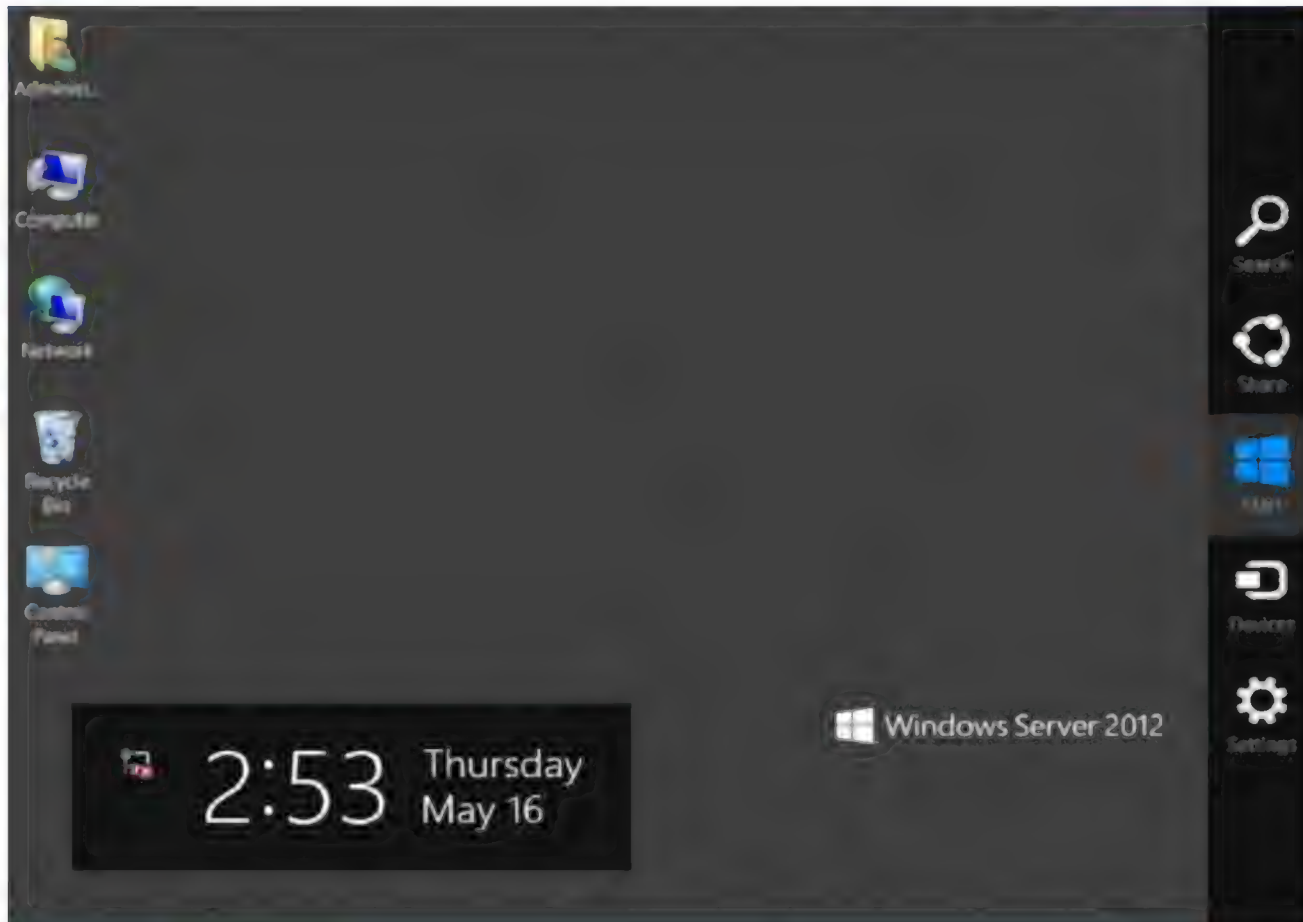


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SRV1		SRV2		SRV3	
Domain Controller		Member Server		Member Server	
IP Address	10.0.0.1	IP Address	10.0.0.2	IP Address	10.0.0.3
Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1

Steps: Creating Database Availability Group

- **Start**



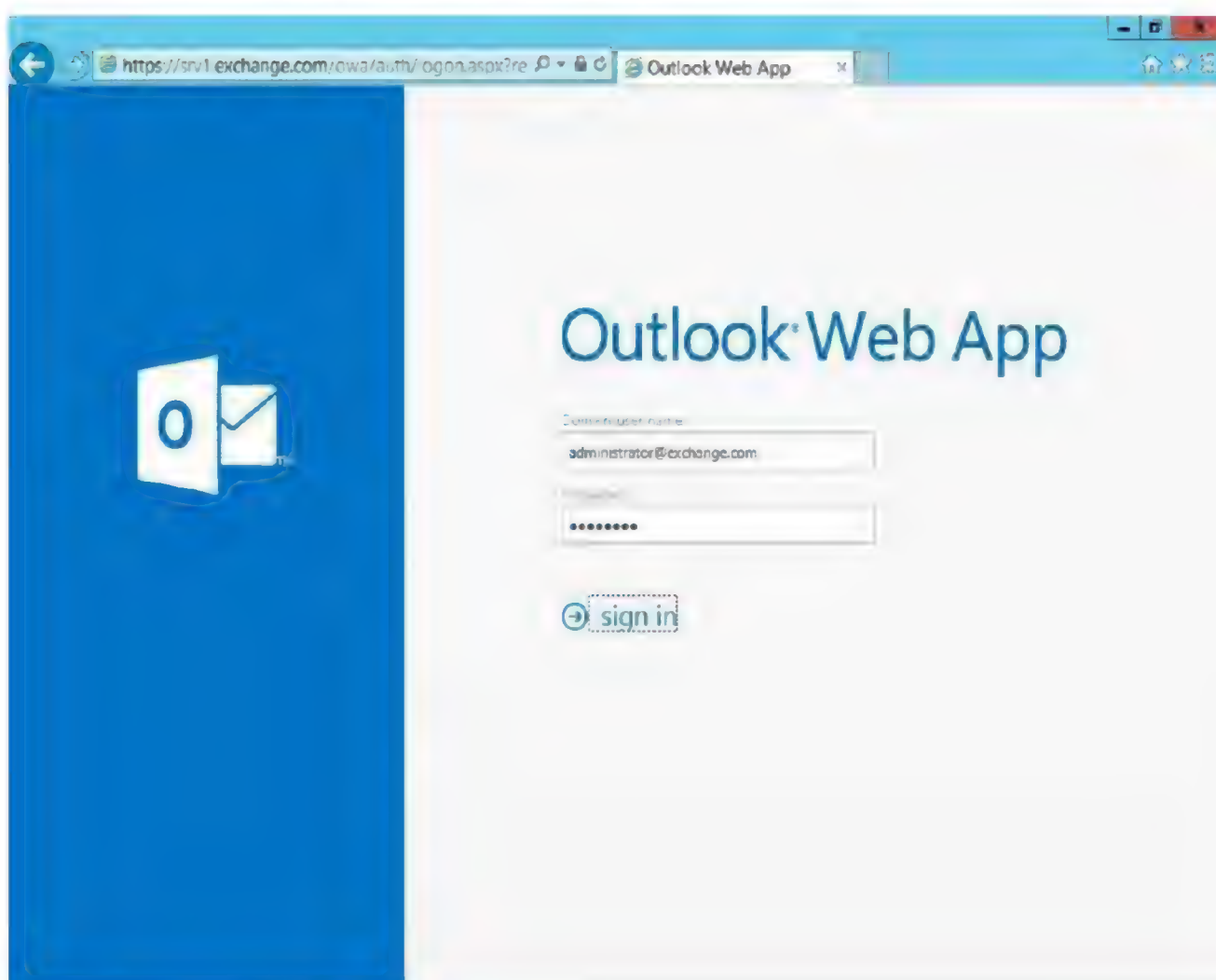
- **Open Internet Explorer**



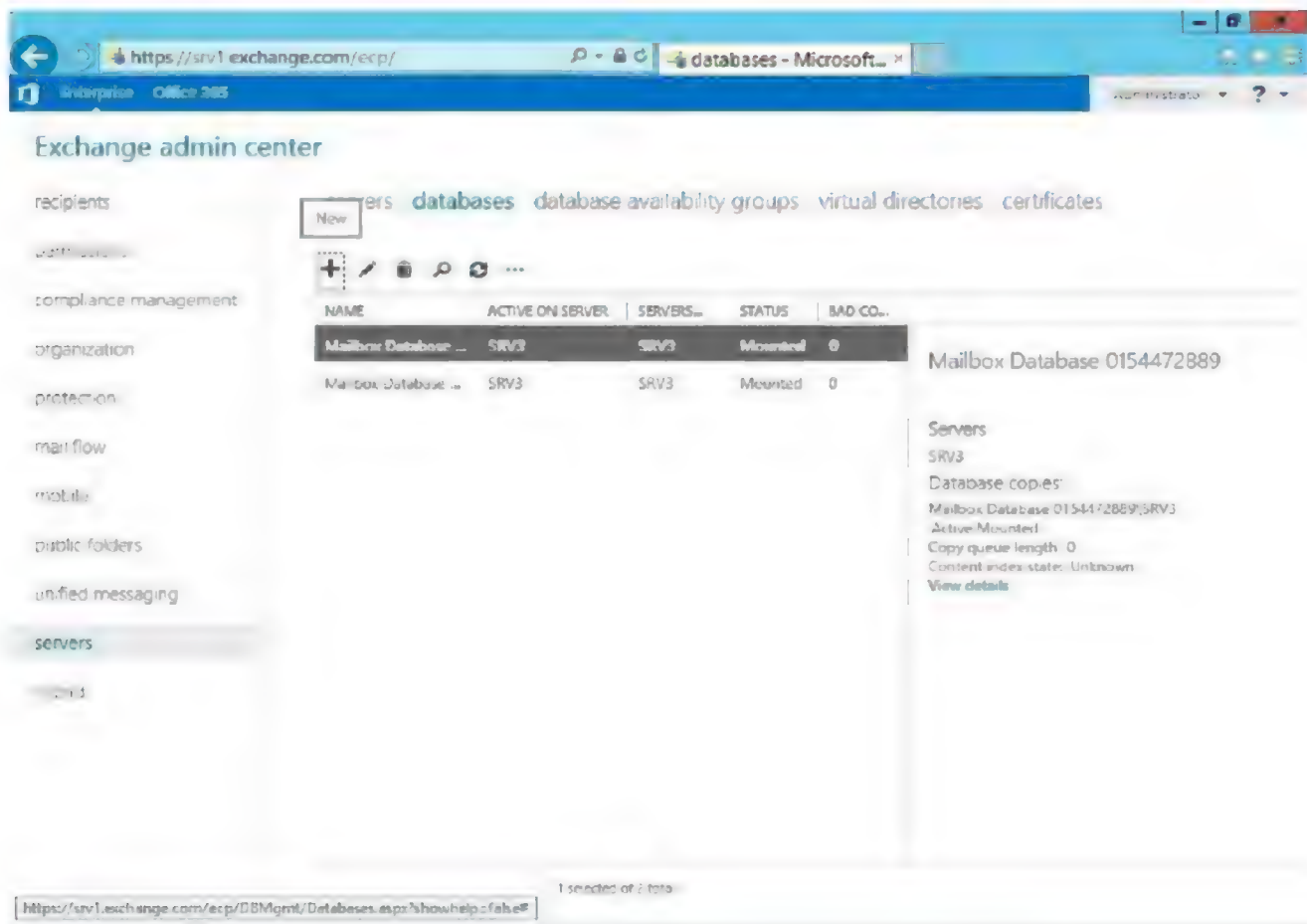
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`
(Ex: `https://srv1.exchange.com/ecp`)



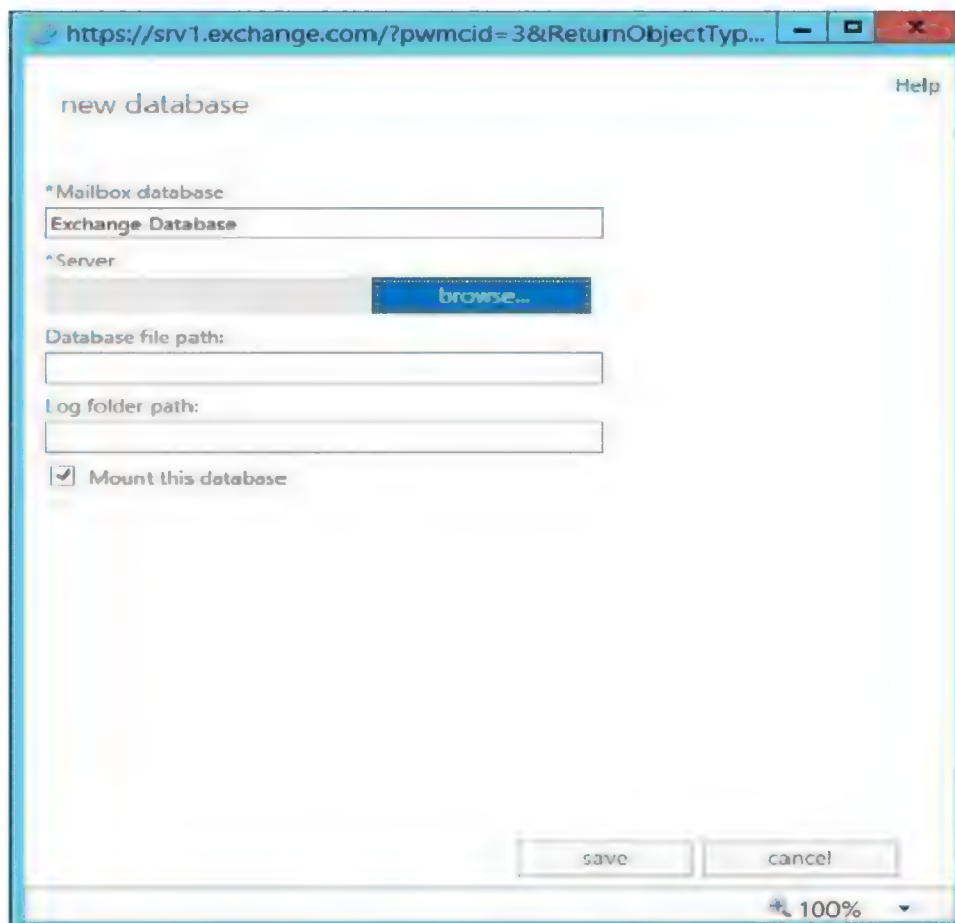
- Enter **User Name and Password**→click **sign in**



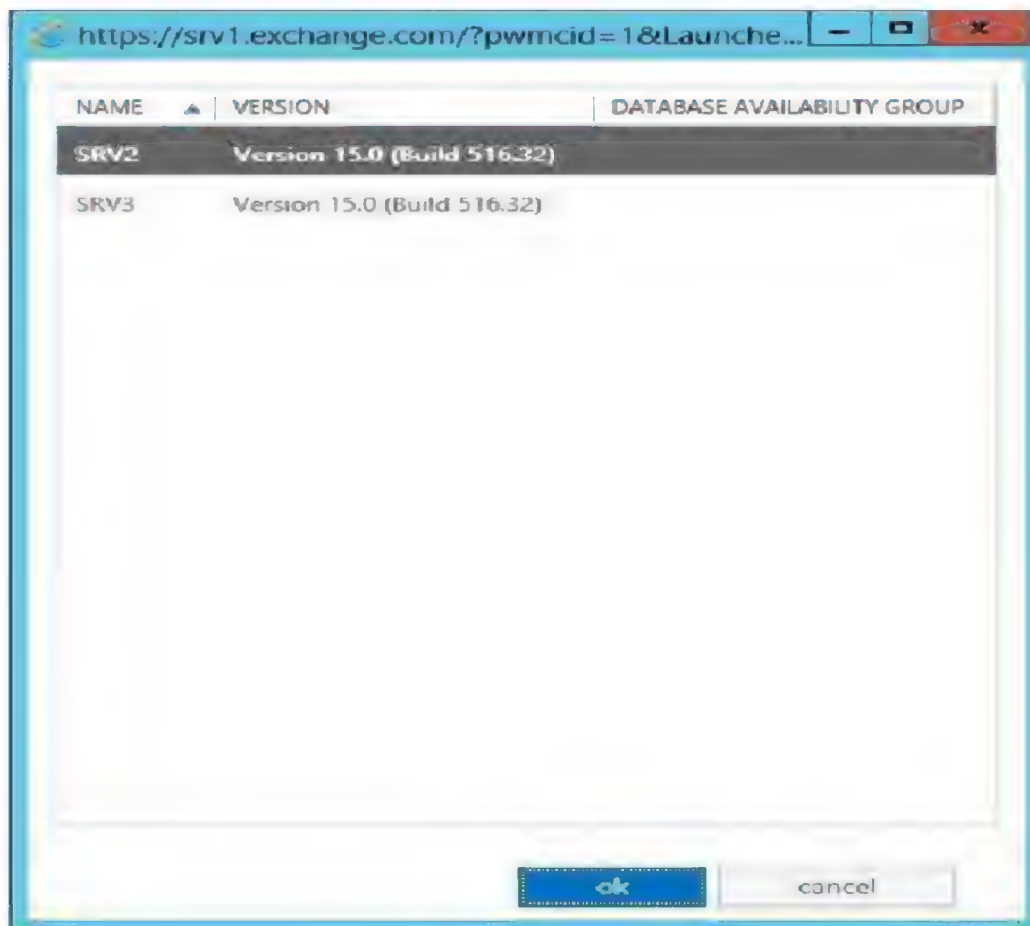
- In EAC→Click **Servers Feature**→select **Databases Tab**→click **New(+)**



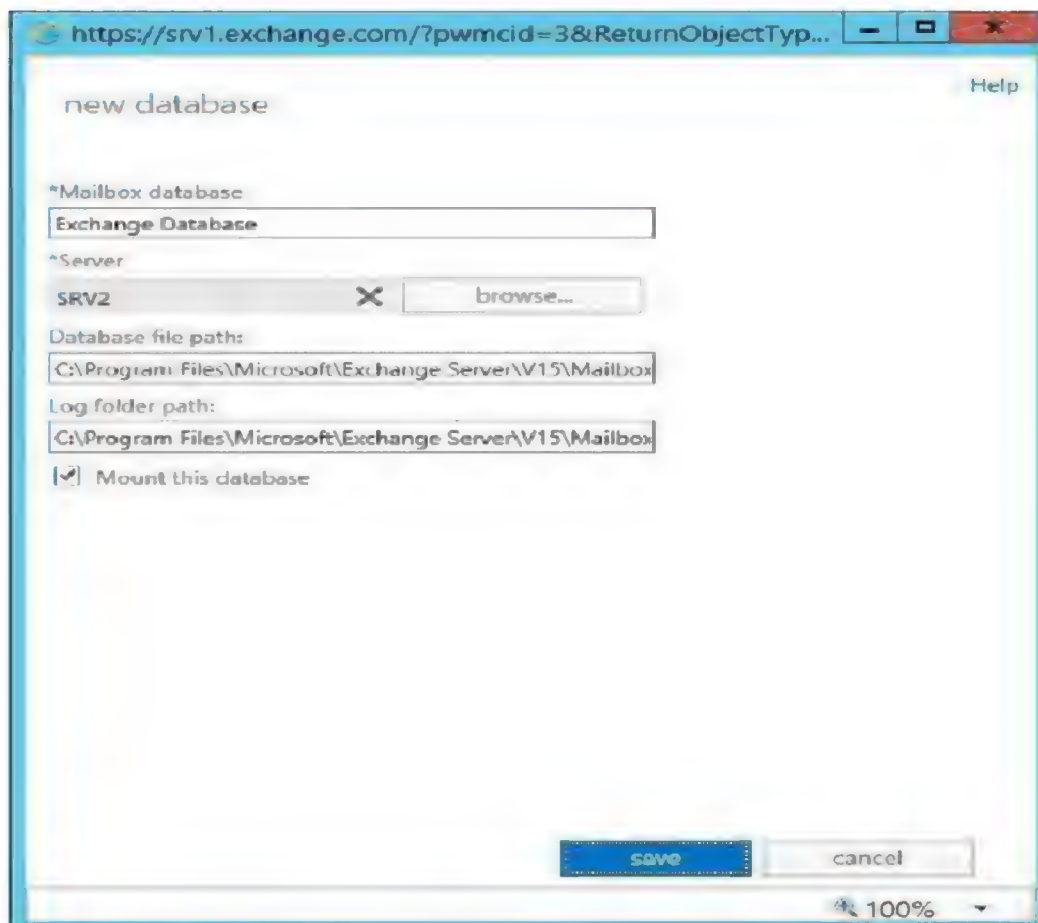
- Enter **Database Name (Ex: Exchange Database)**→click **Browse**



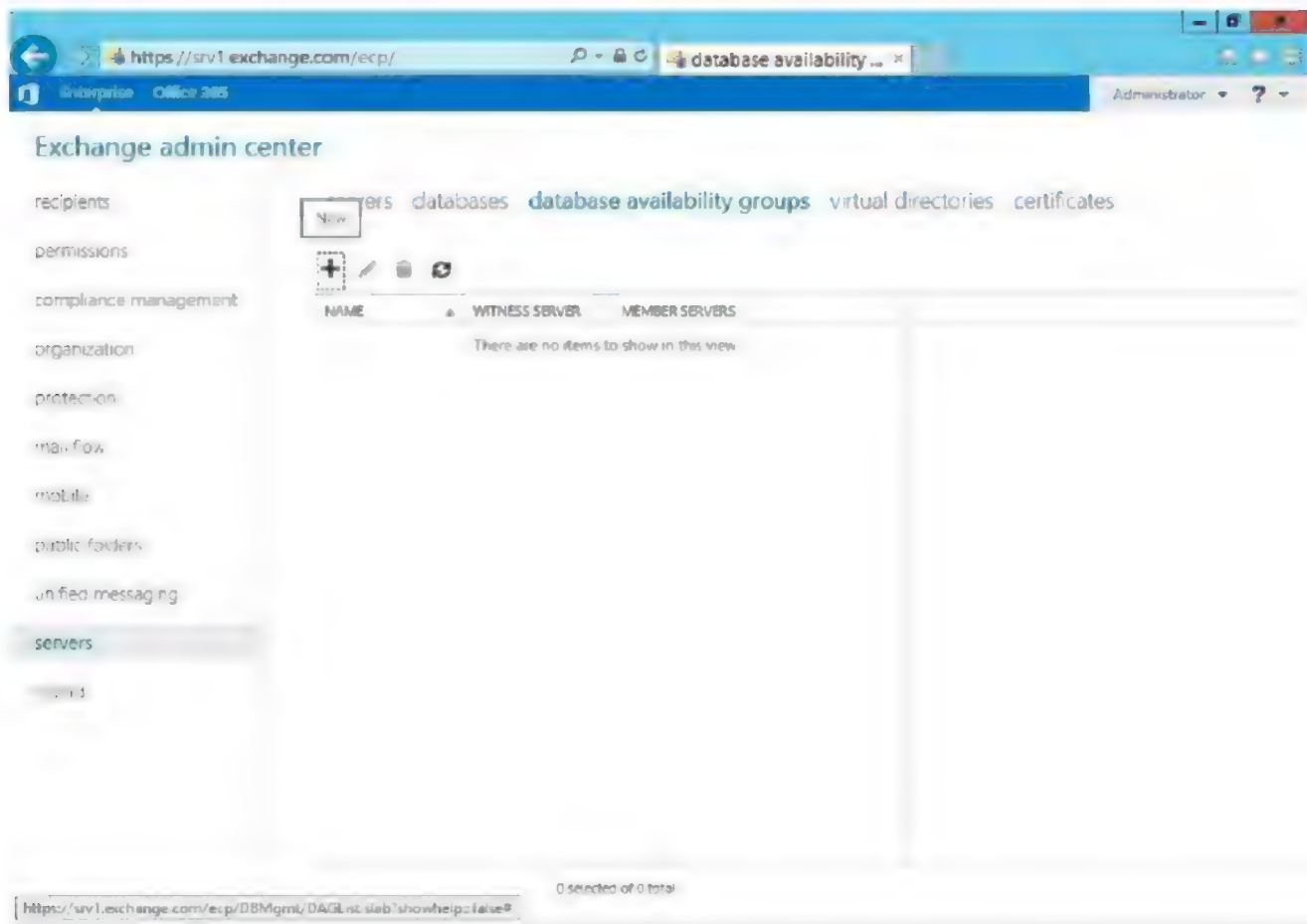
- Select **Mailbox Server (Ex:SRV2)**→click **Ok**



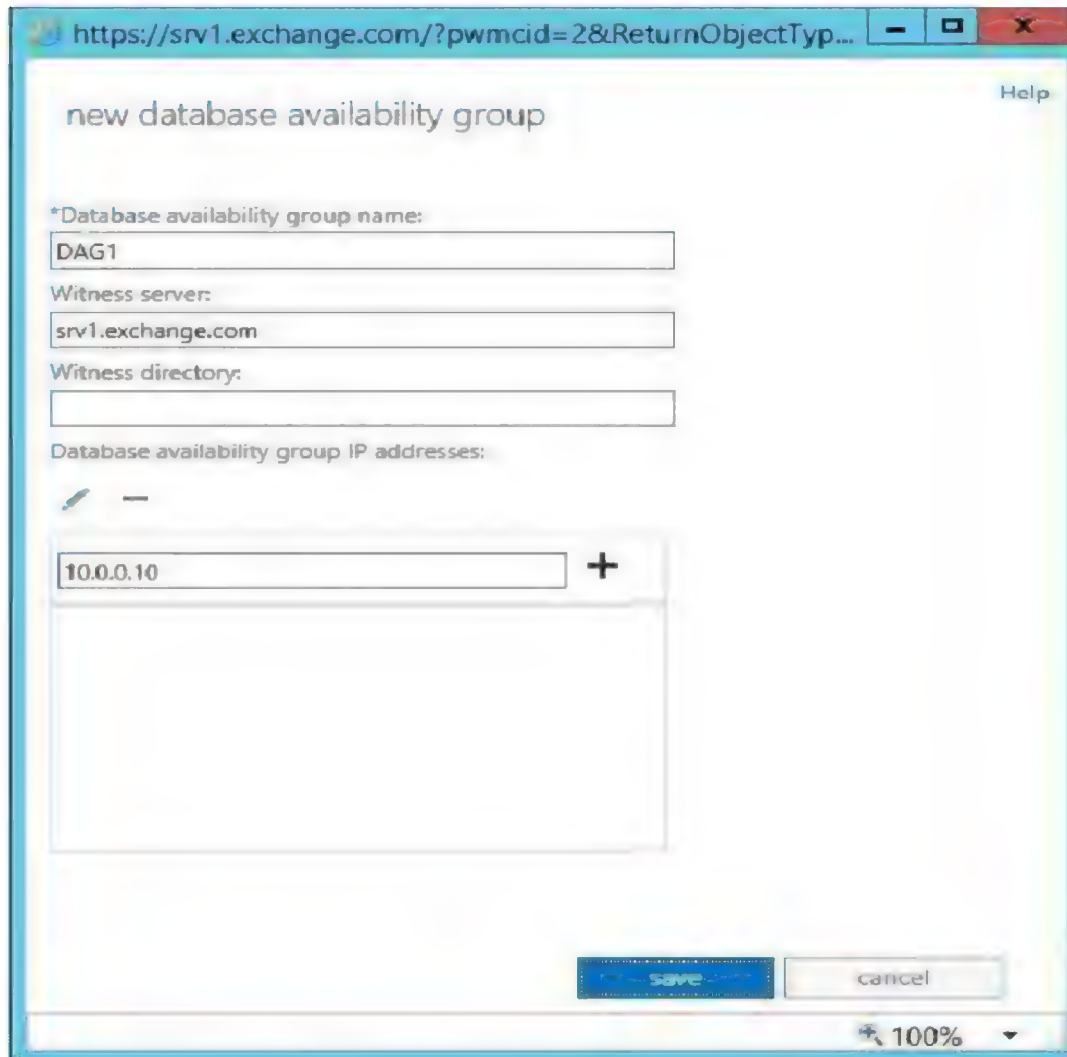
- Click **Save**



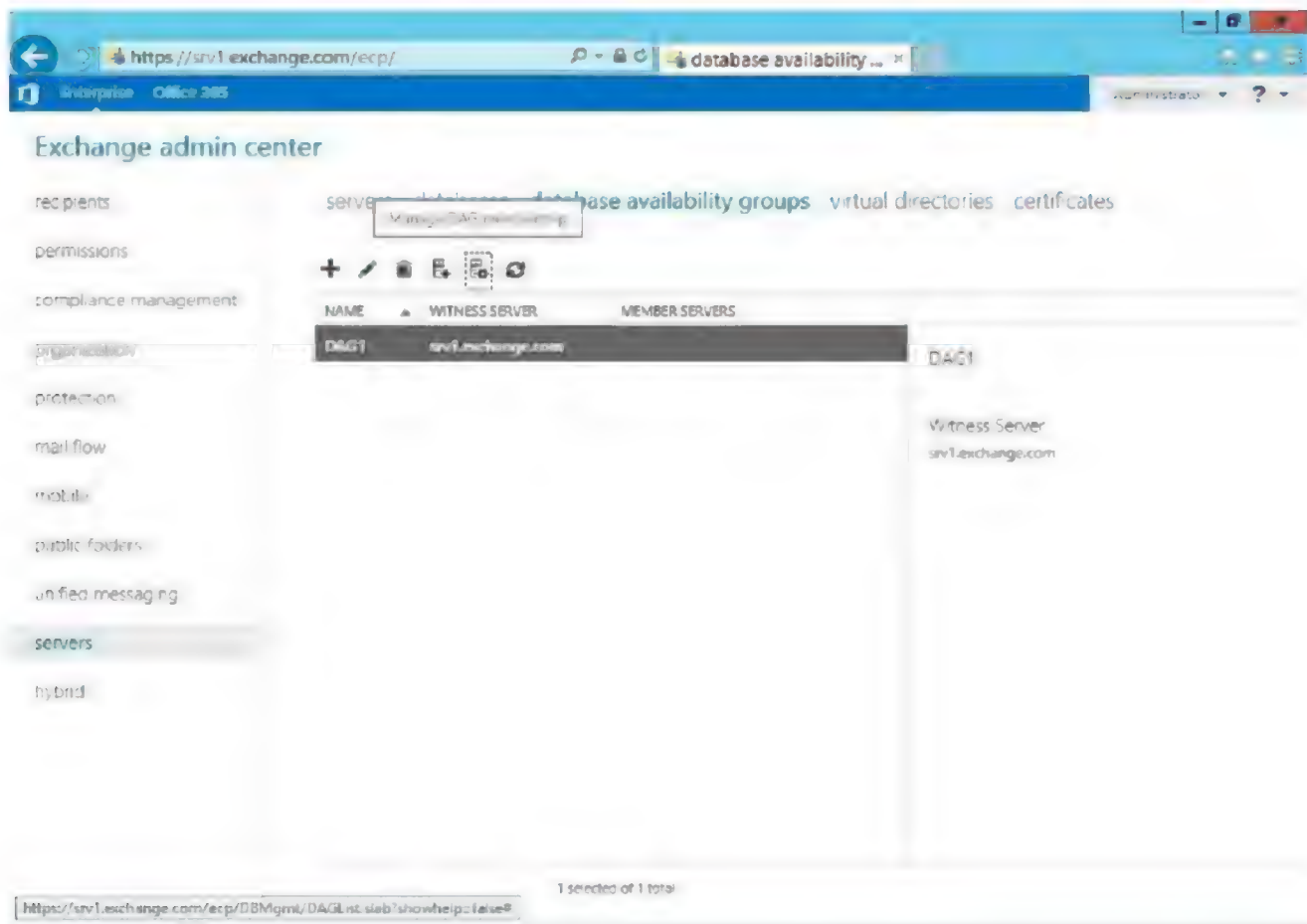
- Select **Database Availability Groups Tab**→click **New**



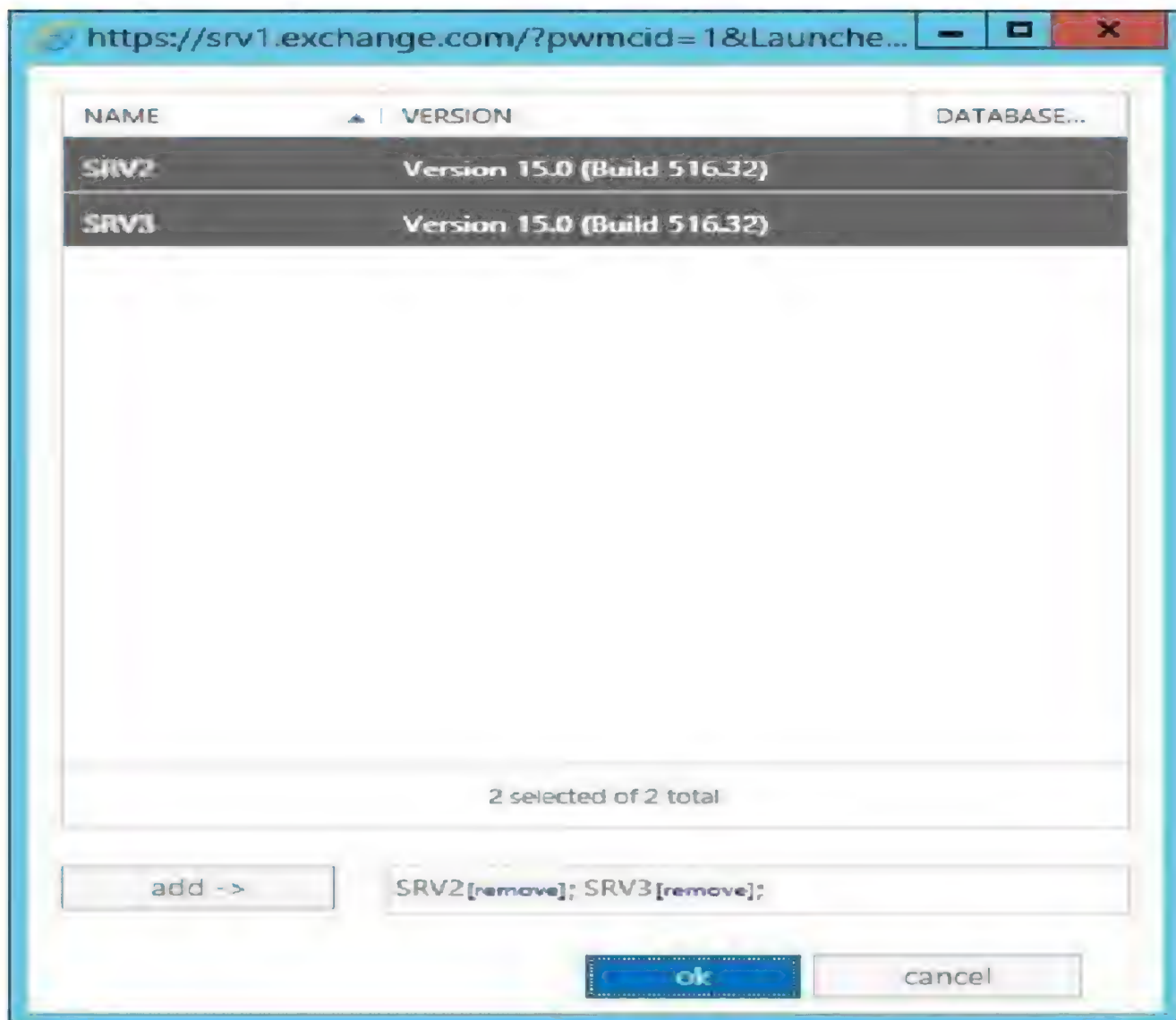
- Enter **DAG Name (Ex:DAG1)**→enter **Witness Server Name (Ex:srv1.exchange.com)**→enter **DAG IP (Ex:10.0.0.10)**→click **Add(+)**→click **Save**



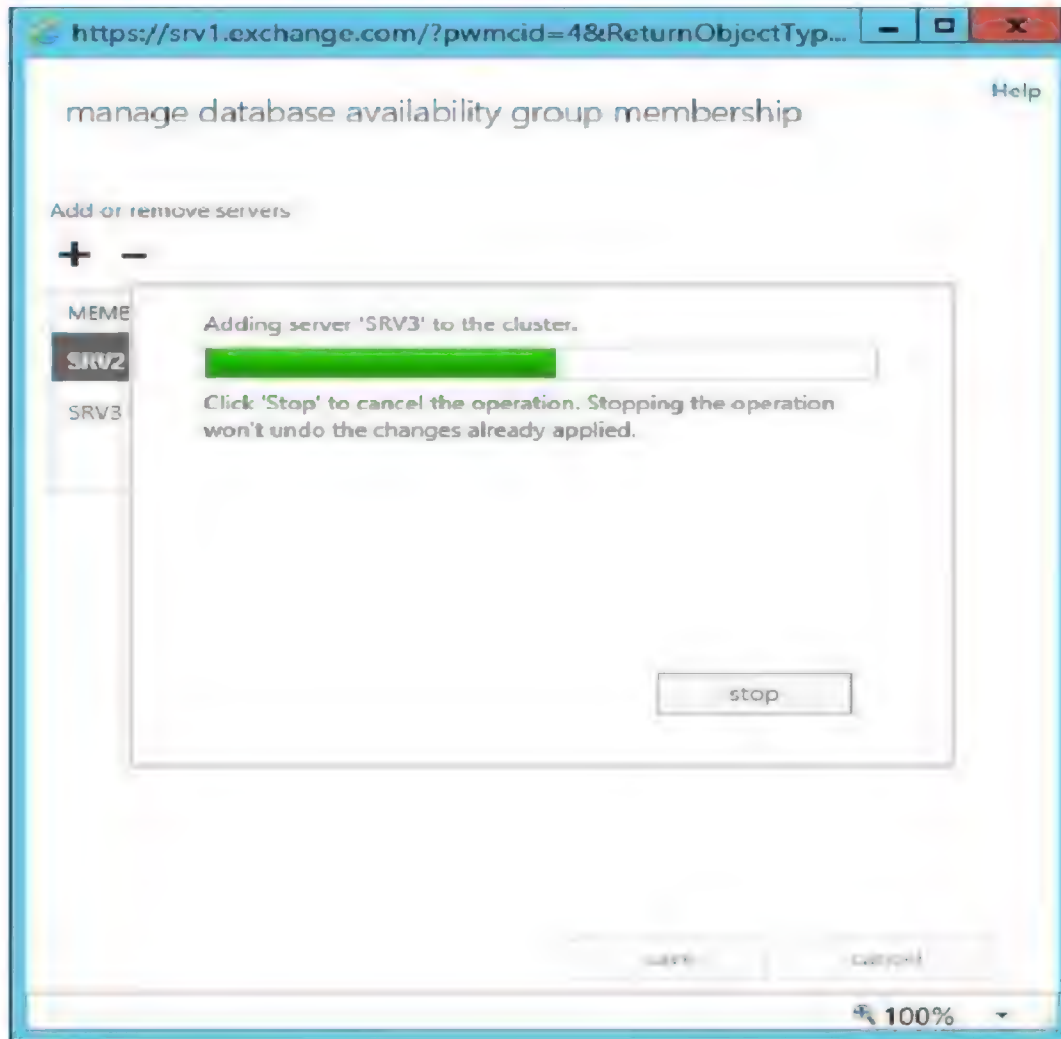
- Click **Manage DAG Membership**



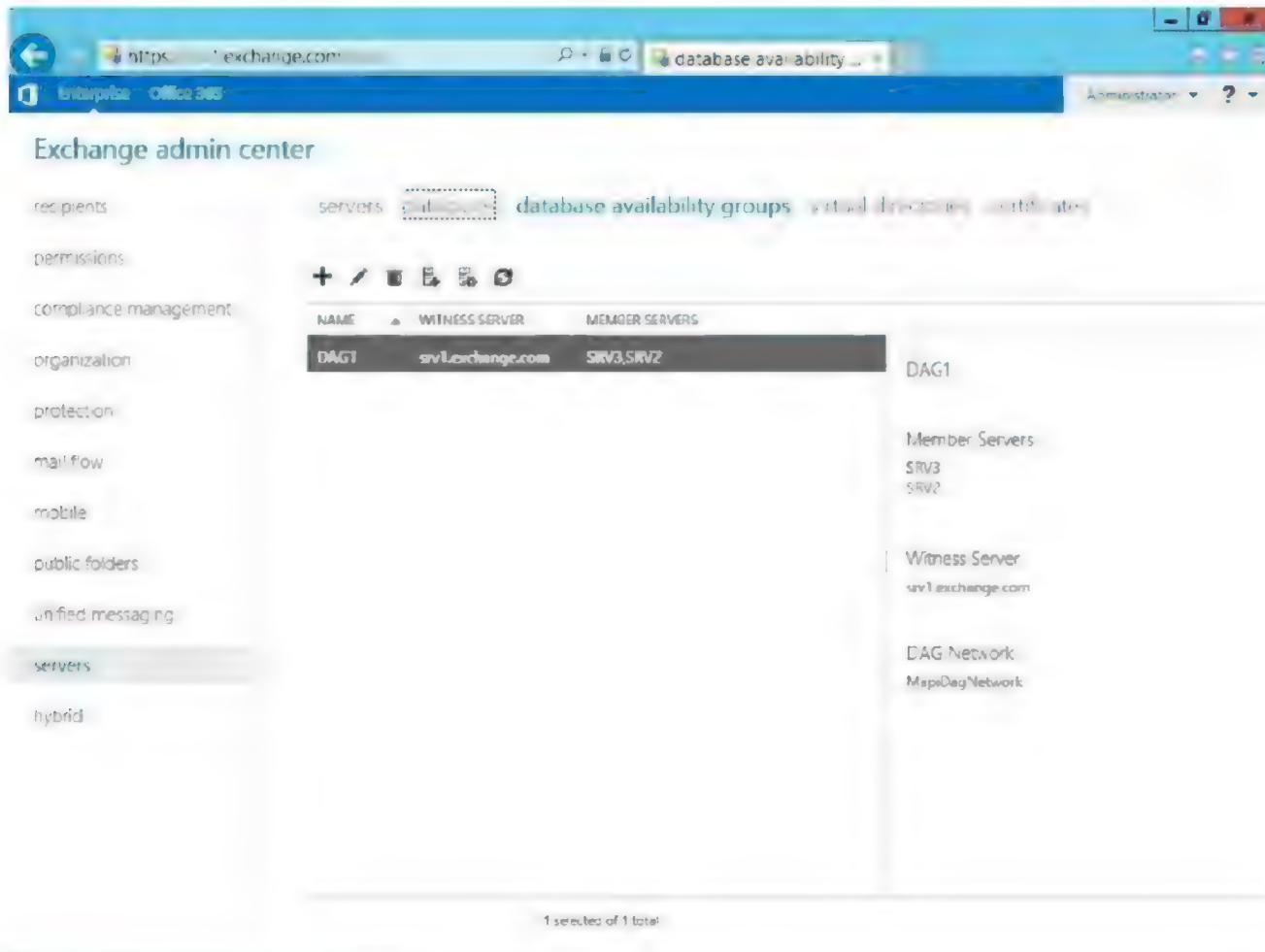
- Select **Mailbox Servers (EX:SRV2,SRV3)**→click **Add**→click **Ok**



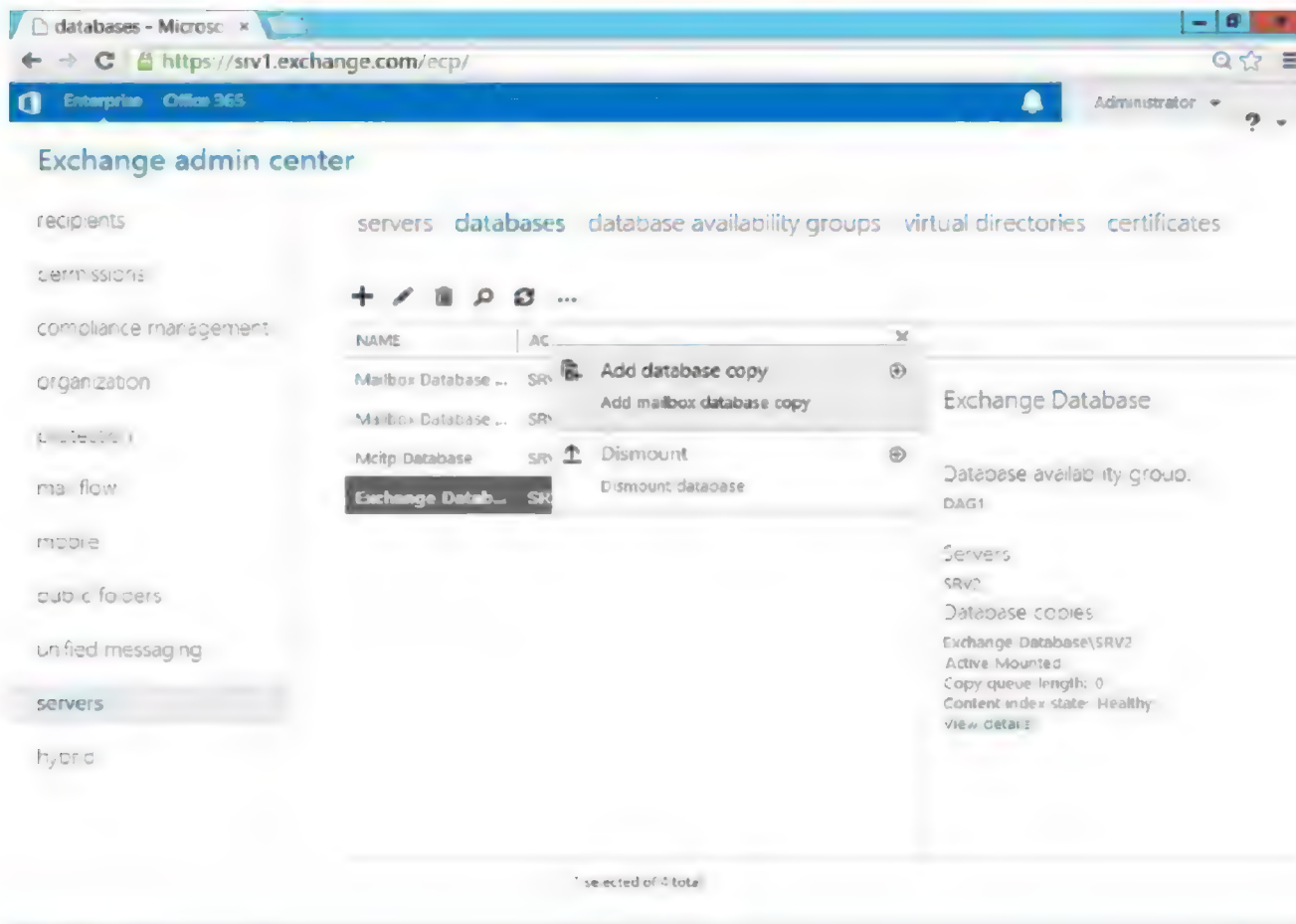
- Click **Save**



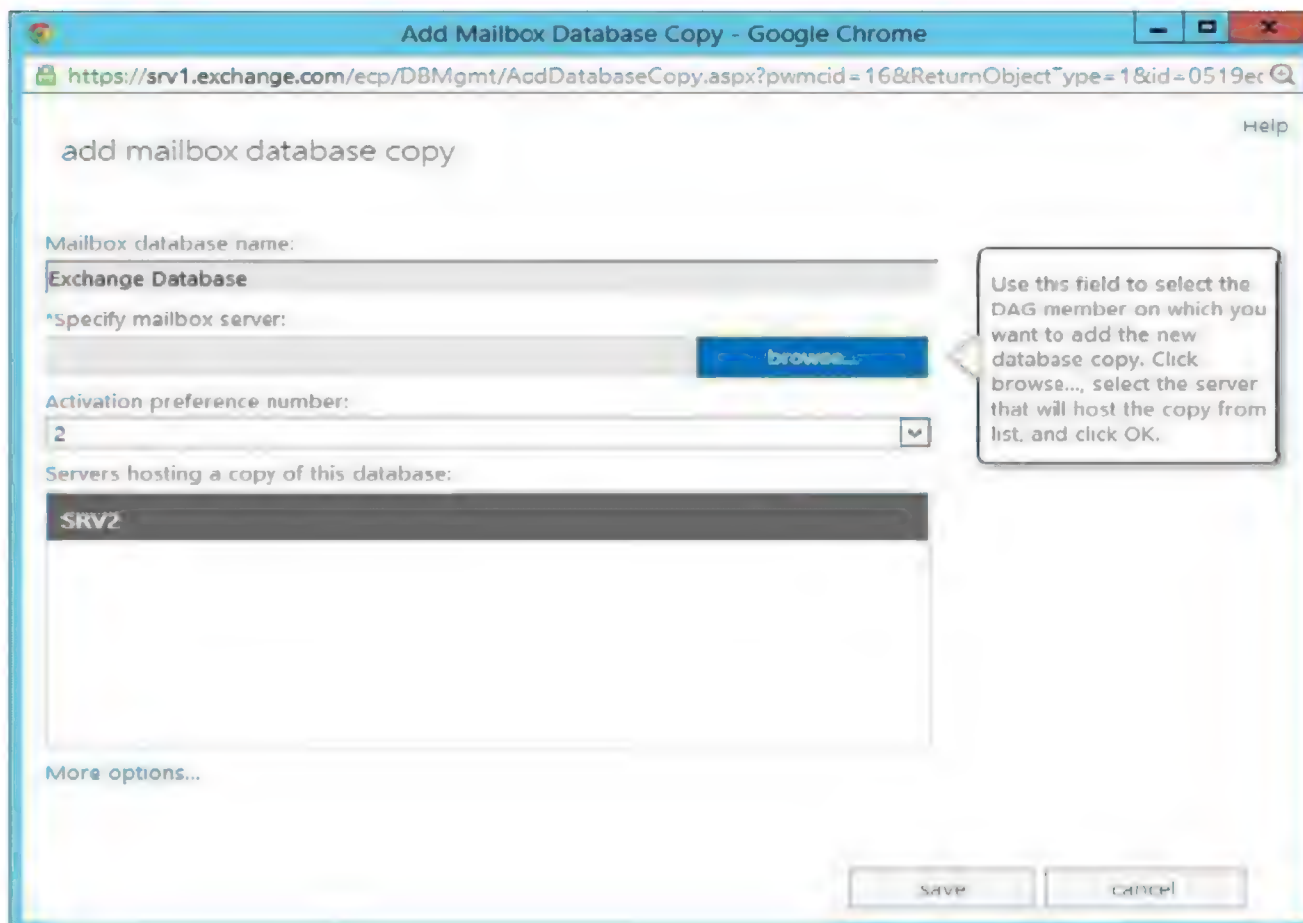
- Click **Databases Tab**



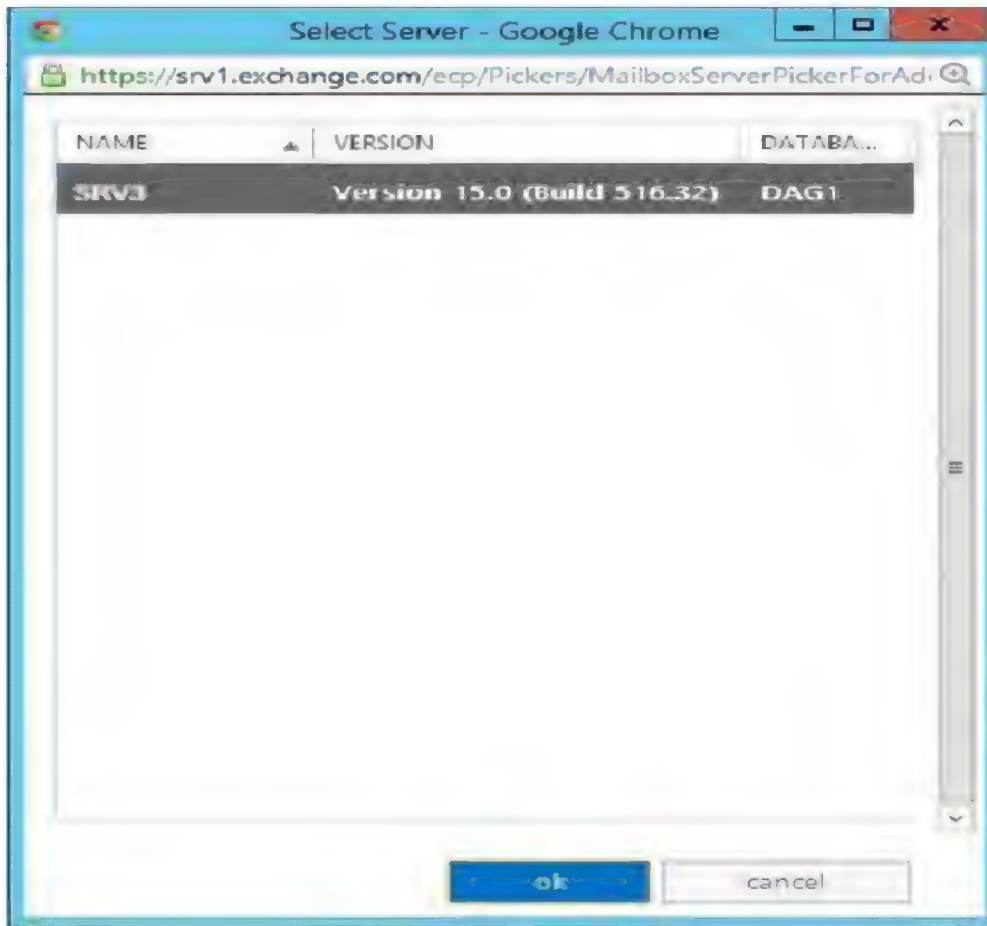
- Select Database (Ex: Exchange Database)→click More→select Add Database Copy



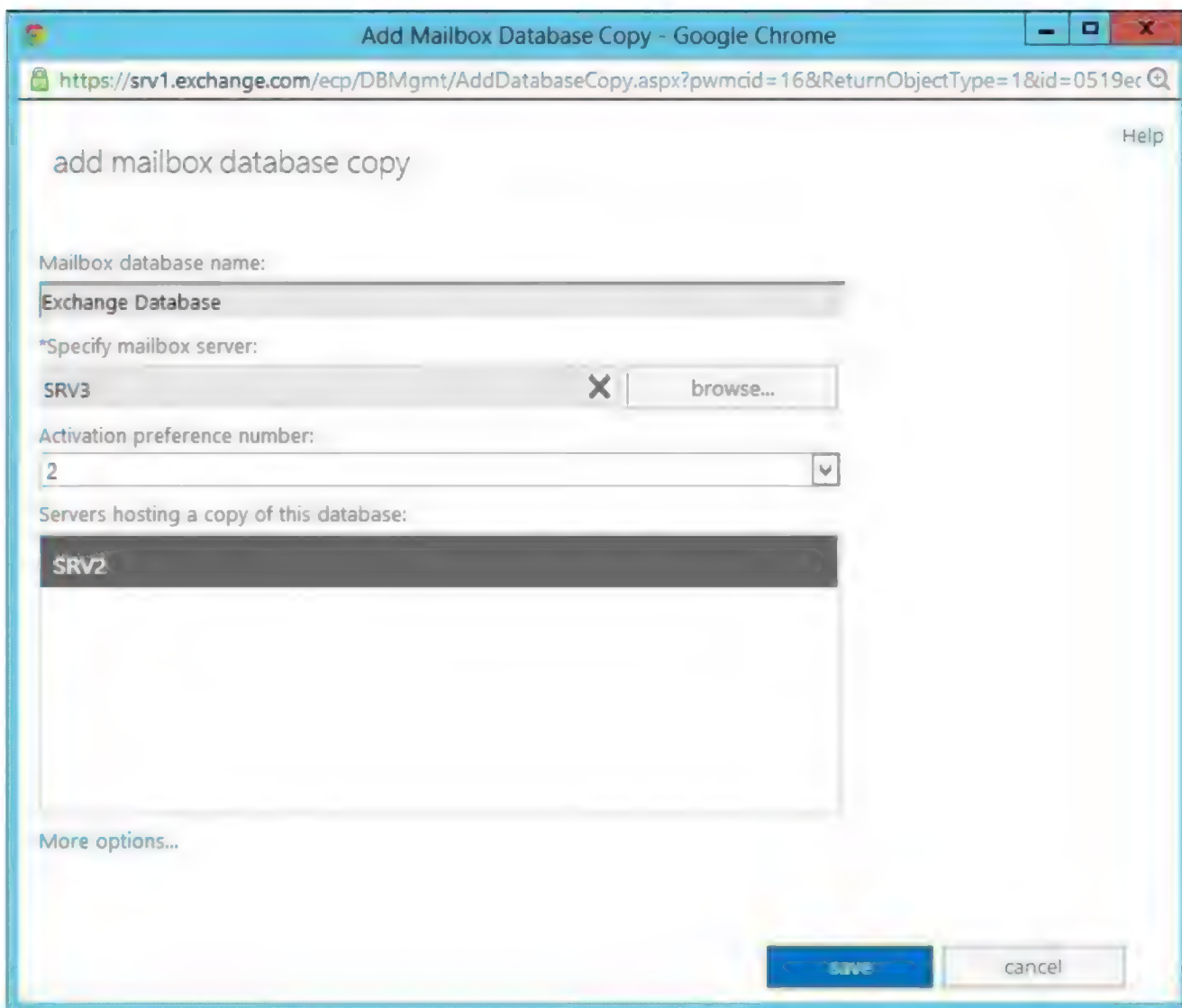
- Click Browse



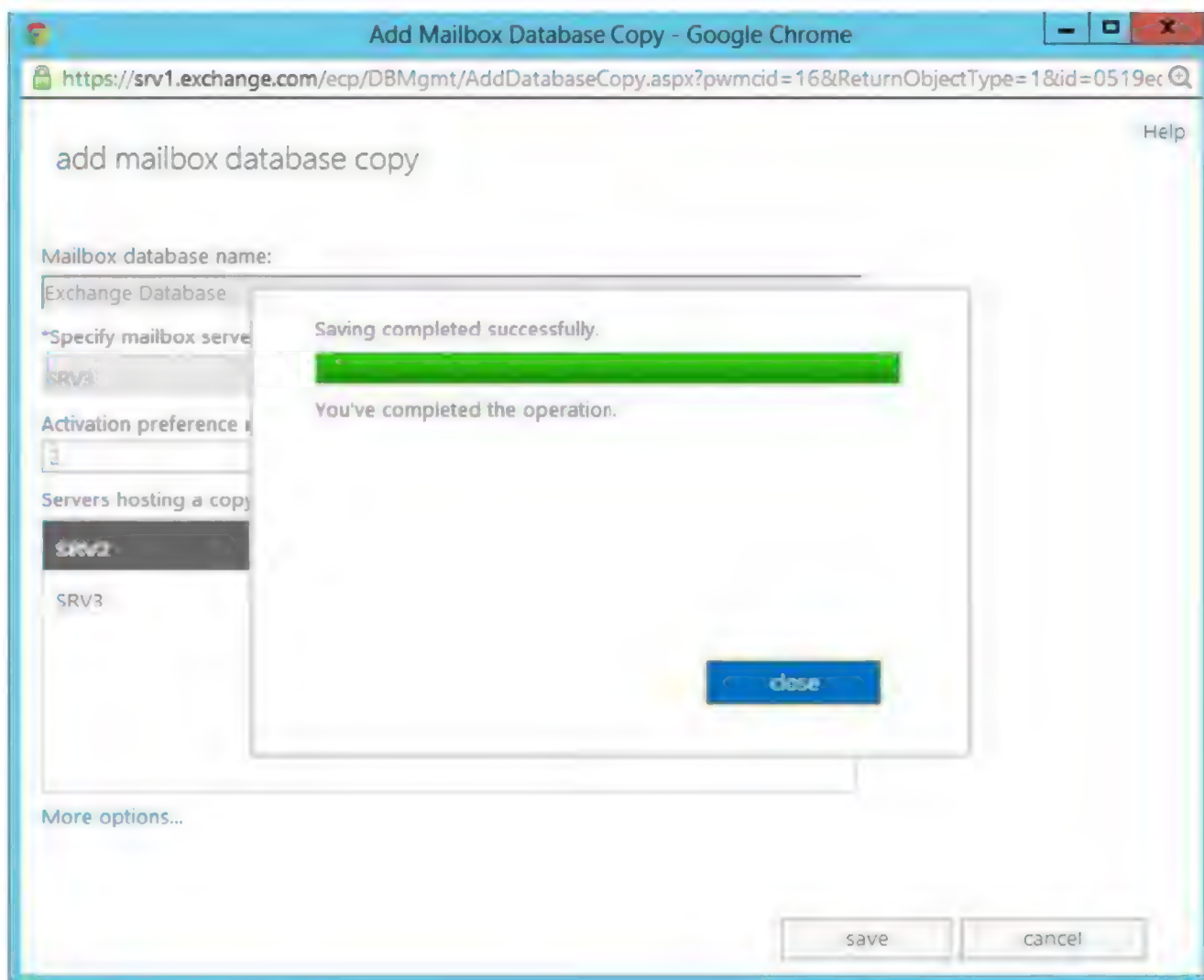
- Select **Mailbox Server (EX:SRV3)**→click **Ok**



- Click **Save**

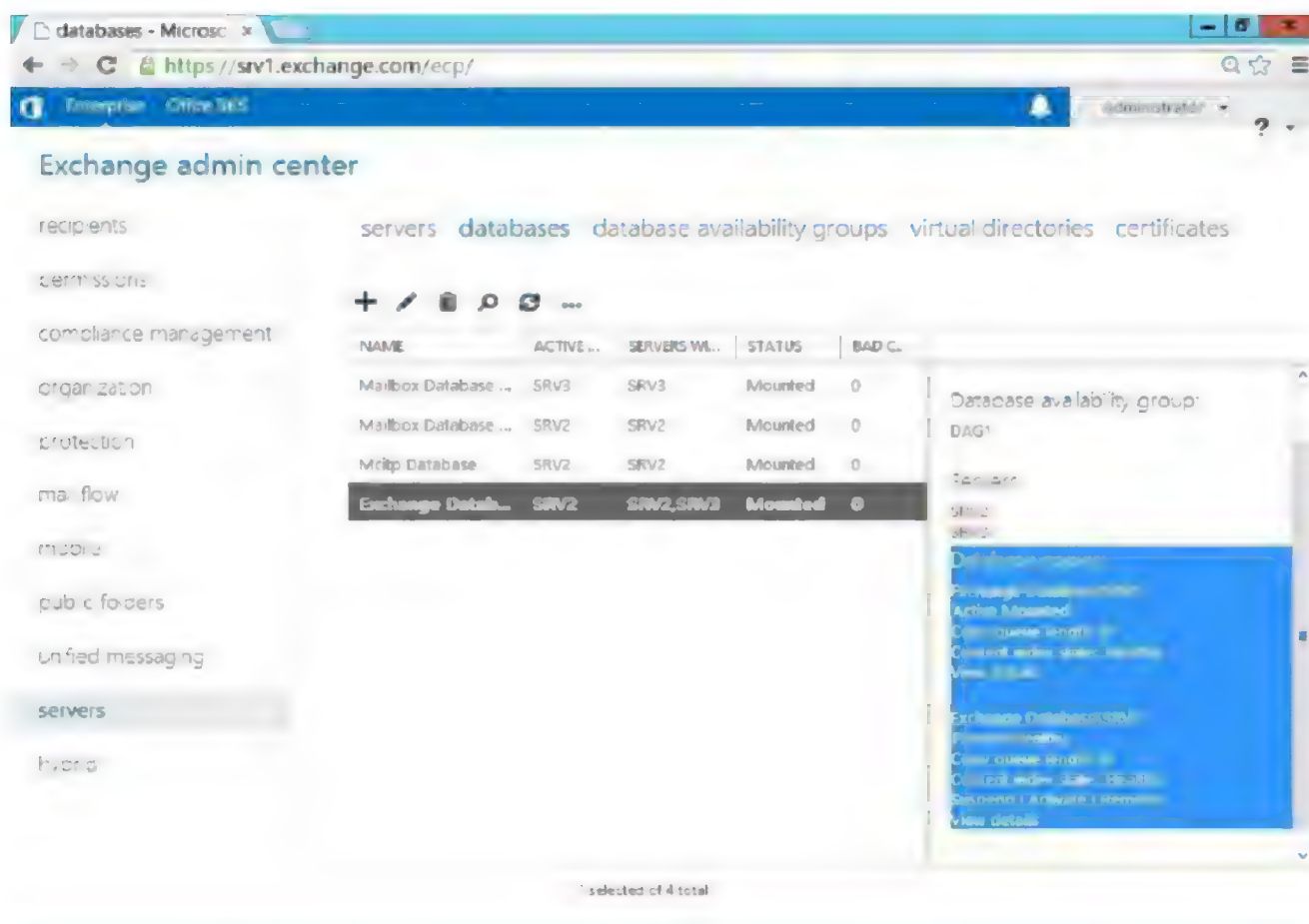


- Click Close



Verification:

- Verify the Active and Passive Copies of Exchange Database in Details Pane (EX:SRV2,SRV3)



MCSE-2012 Full Course

MICROSOFT CERTIFIED SOLUTIONS EXPERT

Practicals in real-time environment. Detailed curriculum with all 5 papers

Duration: 1 Month | 4 Hrs Per Day (starts on 15th & 30th of every month)

Batches: Morning: 8.30 to 10.30 • Afternoon: 2.00 to 4.00 • Evening: 7.30 to 9.30

CCNA (v 2.0) Full Course

CISCO CERTIFIED NETWORK ASSOCIATE

Cisco Routers with BSNL/TELCO MUX & Live Channelled E1

Duration: 1 Month | 4 Hrs Per Day (starts on 15th & 30th of every month)

Batches: Morning: 8.30 to 10.30 • Afternoon: 2.00 to 4.00 • Evening: 7.30 to 9.30

LINUX ADMINISTRATION

COMPLETE RHCE LINUX

Practicals on Live Web Administration + Integration of Windows with Linux/Unix (Samba Server)

Duration: 2 Weeks | 4 Hrs Per Day (starts on 15th & 30th of every month)

Batches: Morning: 8.00 • Afternoon: 1.30 • Evening: 7.00

PC HARDWARE & NETWORKING

WORKSHOP ON EMERGING TECHNOLOGIES

- Ethical Hacking, Cyber Security and Firewall
- Open Source: A glimpse into advance Linux
- VMware vSphere and MS Private Clouds
- Cisco WAN Technology & Collaboration

Free MCSE & CCNA Exam Practice Questions

EHCE | Ethical Hacking & Countermeasures Expert

Course is mapped to EHCE course from US-Council (www.us-council.com)

(Pre requisite is CCNA / MCSE / LINUX)

Duration: 2 Weeks | 4 Hrs Per Day (starts on 15th & 30th of every month)

Batches: Morning: 7.30 or Evening: 6.00

Fees: ₹ 9,500/-

+ 14% Service Tax

CCNP R&S

CISCO CERTIFIED NETWORK PROFESSIONAL

Duration: 1 Month | 4 Hrs Per Day (starts on 15th of every month)

Batches: Morning: 7.30 • Afternoon: 2.00 • Evening: 6.00

- Labs on latest routers with IOS version 15.X

Monitoring, Diagnostics & Troubleshooting Tools

- PRTG • Wireshark • SolarWinds, etc.

Exam Practice Challenge Labs

~~Fees: ₹ 10,000/-~~

Introductory Special Offer

Fees: ₹ 5,500/-

+ 14% Service Tax

CCIE R&S

CISCO CERTIFIED INTERNETWORK EXPERT

Duration: 1 Month | 4 Hrs Per Day (starts on 15th of every month)

Batches: Morning: 7.30 • Evening: 6.00

- Individual Rack For Every Student
- Real time scenarios by 20+ years experienced CCIE certified industry expert who has worked on critical projects worldwide.

Written + Lab Exam Focus

FREE Full Scale 8 Hours Exam Lab Included

Unlimited Lab Access For 1 Year

~~Fees: ₹ 25,000/-~~

Introductory Special Offer

Fees: ₹ 9,999/-

+ 14% Service Tax

Complete Package
for Only

Fees: ₹ 5,900/-

+ 14% Service Tax

**Duration: 3 Months
4 Hrs Per Day**

100%

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JOB

ASSISTANCE

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Duration: 2 Weeks | 4 Hrs Per Day (starts on 15th & 30th of every month)

Batches: (Contact the Counselors for the next available batch)

Fees: ₹ 2,500/-

+ 14% Service Tax

MICROSOFT PRIVATE CLOUD

Microsoft Certified Solutions Expert [MCSE] Private Cloud

Duration: 2 Weeks | 4 Hrs Per Day

Batches: (Contact the Counselors for the next available batch)

Fees: 2,500/-

+ 14% Service Tax

ADVANCED LINUX

Duration: 2 Weeks | 4 Hrs Per Day (starts on 15th & 30th of every month)

Batches: (Contact the Counselors for the next available batch)

Fees: ₹ 2,500/-

+ 14% Service Tax

CCNA SECURITY

(Pre requisite is CCNA R&S)

CISCO CERTIFIED NETWORK ASSOCIATE - SECURITY

Duration: 2 Weeks | 4 Hrs Per Day (starts on 15th of every month)

Batches: Morning: 7.30 or Evening: 6.00

Fees: ₹ 7,500/-

+ 14% Service Tax

CCNP SECURITY

(Pre requisite is CCNA Security at ZOOM)

CISCO CERTIFIED NETWORK PROFESSIONAL - SECURITY

Duration: 2 Weeks | 4 Hrs Per Day (starts on 30th of every month)

Batches: Morning: 7.30 or Evening: 6.00

Fees: ₹ 9,500/-

+ 14% Service Tax

CCIE SECURITY

(Pre requisite is CCNA & CCNP Security at ZOOM)

CISCO CERTIFIED INTERNETWORK - SECURITY

Duration: 1 Month | 4 Hrs Per Day

Batches: (Contact the Counselors for the next available batch)

Fees: ₹ 15,500/-

+ 14% Service Tax

VMware vSphere

(Pre requisite is MCSE)

Duration: 1 Month | 4 Hrs Per Day (starts on 15th of every month)

Batches: Morning: 7.30 and Evening: 7.30

Fees: ₹ 4,950/-

+ 14% Service Tax

VMware vCloud

(Pre requisite is VMware vSphere)

Duration: 1 Week | 4 Hrs Per Day (starts on 15th of every month)

Batches: Morning: 9.30 to 11.30

Fees: ₹ 2,500/-

+ 14% Service Tax

CHECKPOINT FIREWALL

Duration: 2 Weeks | 4 Hrs Per Day

Batches: (Contact the Counselors for the next available batch)

Fees: ₹ 5,500/-

+ 14% Service Tax

We also offer the following courses (Contact the Counselors for the next available batch)

› **CCNA Voice** @ ₹7,500/-

› **CCNP Voice** @ ₹9,500/-

› **CCIE Collaboration** @ ₹15,500/-

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› **CCNP Data Center** @ ₹9,500/-

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› All Senior Engineers of Zoom working on Live projects

› Training Engineers of British Army, CISCO, CMC, GE, BSNL, Tata Teleservices and Several Corporates etc for 18 Years.

FREE Training

Zoom Technologies offers a number of free resources for the professional development of network engineers.

Register on our website to get access to the video recordings of live sessions on:

- **MCSE – Windows Server 2012**
 - **Cisco – CCNA**
 - **Cisco – CCNP**
 - **Cisco – CCIE**
 - **Exchange Server 2013**
 - **Linux**
 - **Advanced Linux**
 - **Ethical Hacking and Countermeasure Expert (www.us-council.com)**
- } All Tracks (R & S, Security and Voice)
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Taking an online training course has many advantages for everyone (Freshers / Working Professionals). Zoom offers online training for the highly coveted CCNA, CCNP and CCIE courses as well as MCSE, Linux, VMware, Ethical Hacking and Firewalls, IPv6 with more courses planned for the near future. These are live instructor led courses, using Cisco WebEX. Check out our online course offerings at: http://zoomgroup.com/online_course

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